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MINUTES

OF THE MEETING OF

THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

JANUARY 6, 9-10, and 13, 1985

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MINUTES
OF THE MEETING OF
THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES
JANUARY 6, 9-10, and 13, 1985

A meeting of the Board of Trustees of Kiwanis International was held at the General Office in Indianapolis, Indiana, on January 6 and 9-10, 1985. Those present: Raymond W. Lansford, President; Donald E. Williams, President-elect; Aubrey E. Irby, Immediate Past President; Mark Arthur, Jr. and Anton J. "Tony" Kaiser, Vice-Presidents; Frank J. DiNoto, Treasurer; G. H. "Gil" Zitzelsberger, Secretary; Raymond B. Allen, Morton O. Alper, D.D.S., Wilbur J. Blechman, M.D., Arthur J. DeLorenzo, Kurt K. Huber, M.D., J. Donovan Jackson, Noris A. Lusche, John D. Morton, Sr., Gene R. Overholt, Robert G. Sinn, and Avelino V. "Beling" Tanjuakio, Trustees. A. F. "Al" Lough was-absent due to illness.

Also present from KI-E were Olav Sunde, 1984-85 KI-E President, and Egon L'Eplattenier, Assistant Secretary for European Operations.

General Office staff present were: Ronald L. West, Assistant Secretary for Administrative Services; Larry J. Horney, Assistant Secretary for Communications; James L. Sheets, Assistant Secretary for Member Services, A. G. Terry Shaffer, Assistant Secretary for Program Services; and W. Thomas Nelson, Assistant to the Secretary.

The meeting was called to order by President Raymond W. Lansford at 8:33 p.m. on Sunday, January 6, 1985.

The invocation was given by Immediate Past President Aubrey E. Irby.

The Message of the President was presented by Raymond W. Lansford and is attached as "Exhibit 1."

**MESSAGE OF
PRESIDENT**

The Message of the President-elect was presented by Donald E. Williams and is attached as "Exhibit 2."

**MESSAGE OF
PRESIDENT-ELECT**

The Report of the Secretary was presented by G. H. "Gil" Zitzelsberger. It is attached as "Exhibit 3."

**REPORT OF
SECRETARY**

The Board Committee on Administration and International Extension presented a special report on strategic planning. This is attached as "Exhibit 4." It was duly moved by Trustee Robert G. Sinn, supported by Trustee J. Donovan Jackson, and unanimously carried as follows:

RESOLVED, That the procedure to implement the strategic planning program be adopted.

**STRATEGIC
PLANNING
PROCEDURE
IMPLEMENTED**

Secretary Zitzelsberger presented the minutes of the meeting of the International Board of Trustees held in Indianapolis, Indiana, October 3-5, 1984. It was duly moved by Trustee Jackson, supported by President-elect Williams, and unanimously carried as follows:

RESOLVED, That the Minutes of the Board Meeting of October 3-5, 1984, be and hereby are approved.

**APPROVAL OF
MINUTES OF
BOARD MEETING
10/3-5/84**

Secretary Zitzelsberger also presented the minutes of the Special Meeting of the Executive Board (Conference Call) on October 30, 1984, changing the International Convention site from Detroit, Michigan, to Toronto, Ontario, Canada. Upon motion duly made, seconded, and unanimously carried, it was:

RESOLVED, That the Minutes of the Special Meeting (Conference Call) of the Executive Board on October 30, be and hereby are approved.

**APPROVAL OF
MINUTES OF
SPECIAL
MEETING**

The Board reviewed the report of Administrative Action taken by staff since the last Board Meeting, a copy of which is attached as "Exhibit 5." Upon motion duly made, seconded, and unanimously carried, it was:

RESOLVED, That the Administrative Action taken by staff since the last Board Meeting be and hereby is approved.

ADMINISTRATIVE ACTION

The meeting was recessed at 10:00 p.m. until Wednesday, January 9, 1985, at 1:30 p.m.

The meeting was reconvened on January 9 at 1:30 p.m. Trustee Morton O. Alper led us in prayer.

Greetings from Kiwanis International-Europe were brought to the Board by Olav Sunde, President of Kiwanis International-Europe.

Egon L'Eplattenier, Assistant Secretary for European Operations, also said a few words of greeting.

The Board Committee on Administration and International Extension, Robert G. Sinn, Chairman, presented its report. The report is attached as "Exhibit 6."

**ADMINISTRATION
AND INTER-
NATIONAL
EXTENSION**

It was moved by Trustee Sinn, supported by Immediate Past President Irby, and duly carried as follows:

RESOLVED, That a two-year trial program be adopted in which two or more clubs in non-districted nations or geographic areas may elect an "area coordinator" to fulfill the duties of a lieutenant governor. Area Coordinators will report to the Assistant Secretary for Member Services as well as receive direction and training materials from him.

**TWO-YEAR
TRIAL PRO-
GRAM IN NON-
DISTRICTED
NATIONS FOR
"AREA COORDI-
NATORS"**

It was moved by Trustee Sinn, supported by Trustee Jackson, and duly carried as follows:

RESOLVED, That the corrected proposed amendments to the Bylaws be deemed to have been submitted fifteen (15) days in advance of the Council Meeting in accordance with Article IV, Section 3, of the Constitution.

**BYLAW
AMENDMENTS
CORRECTED**

It was moved by Trustee Sinn, supported by Trustee Lusche, and duly carried as follows:

RESOLVED, That the proposed Bylaw Amendments be adopted by the Board of Trustees and presented to the International Council for approval. (See "Exhibit 7.")

**BYLAW
AMENDMENTS
APPROVED
BY BOARD**

It was moved by Trustee Sinn, supported by Trustee Allen, and duly carried as follows:

RESOLVED, That Pursuant to Article IX, Section 2, of the Constitution, the Committee recommends that the International Board of Trustees approve the request of the Republic of China District that Governor-elect Howard Chang attend the January 10-13, 1985, International Council in Indianapolis in the place of Republic of China District Governor Jason Shio.

**COUNCIL
ATTENDANCE
BY REPUBLIC
OF CHINA
DISTRICT**

It was moved by Trustee Sinn, supported by Trustee Lusche, and duly carried as follows:

RESOLVED, That Venezuela be transferred from the Eastern Canada and Caribbean District to the Andean and Central America District effective immediately.

**TRANSFER
OF VENEZUELA
TO ANDEAN
AND CENTRAL
AMERICA DISTRICT**

It was moved by Trustee Sinn, supported by Immediate Past President Irby, and duly carried as follows:

RESOLVED, That Procedure 805.1(b) be and hereby is amended to read as follows:

**PROCEDURE
805.1(b)
AMENDED --
AUTHORIZED
SIGNATURES
FOR ACCOUNTS**

"Any of the following are authorized signatures for all accounts except for the Pension Trust Account: President, Treasurer, Secretary, Director of Finance, or Assistant Secretary for Administration. The International Secretary may designate other assistant secretaries and/or fiscal agents to sign on specific accounts."

It was moved by Immediate Past President Irby, supported by Trustee Tanjuakio, and duly carried as follows:

RESOLVED, That as of December 21, 1984, the district status of the Republic of China be reinstated based upon the authority contained in the official notification received from Secretary Zitzelsberger confirming that all of the conditions for reinstatement have been met.

**REINSTATEMENT
OF DISTRICT
STATUS TO
REPUBLIC
OF CHINA**

This completed the action on the Report of the Board Committee on Administration and International Extension.

The Board Committee on Communications and Education, Gene R. Overholt, Chairman, presented its report. The report is attached as "Exhibit 8."

**COMMUNICATIONS
AND EDUCATION**

It was moved by Trustee Blechman, supported by Trustee Overholt, and duly carried as follows:

RESOLVED, That P. M. Haeger and Associates, Inc. be selected to conduct the leadership education pilot project for Kiwanis International, which was approved at the October 1984 Board meeting.

**P. M. HAEGER
SELECTED FOR
LEADERSHIP
EDUCATION
PILOT
PROGRAM**

Trustee Alper requested that he be recorded as a "no" vote.

It was moved by Trustee Jackson and supported by Trustee Alper that action be delayed on the leadership education pilot project until the May Board meeting so that the Committee may entertain additional program options. The motion was defeated.

It was moved by Immediate Past President Irby, supported by Trustee Lusche, and duly carried as follows:

RESOLVED, That the action of President Lansford be ratified by this Board to finance the attendance at Council of a fourth faculty member, Robert L. McCurley, Chairman of the Resolutions Committee.

**COUNCIL
ATTENDANCE
FOR CHAIRMAN
OF RESOLUTIONS
COMMITTEE**

It was moved by Trustee Alper, supported by Trustee Overholt, and duly carried as follows:

RESOLVED, That the International Board approve the criteria and procedures for the Kiwanis World Service Medal. (See "Exhibit 9.")

**CRITERIA
FOR KIWANIS
WORLD SERVICE
MEDAL**

It was moved by Trustee Alper, supported by Trustee Blechman, and duly carried as follows:

RESOLVED, That the Kiwanis World Service Medal program be initiated at the 1985 International Convention, and that the Board select Dr. Giuseppe Maggi as the first recipient.

**DR. MAGGI
SELECTED AS
FIRST
RECIPIENT
OF WORLD
SERVICE
MEDAL**

This completed the action on the recommendations of the Board Committee on Communications and Education.

The Board Committee on Program Services, J. Donovan Jackson, Chairman, gave its report. The report is attached as "Exhibit 10."

**PROGRAM
SERVICES**

It was moved by Trustee Jackson, supported by Trustee Morton, and duly carried as follows:

**K-FAMILY
CONFERENCE
GUIDELINES**

RESOLVED, That Section 507 of the Procedures -- K-Family Conference Guidelines, page N-3 and N-4, be amended. (See "Exhibit 11.")

It was moved by Trustee Morton, supported by Trustee Jackson, and duly carried as follows:

RESOLVED, That the action taken by the Circle K International Board to revoke the charters as listed be approved. (See "Exhibit 12.")

**CIRCLE K
CHARTERS
REVOKED**

It was moved by Trustee Morton, supported by Trustee Jackson, and duly carried as follows:

RESOLVED, That the request to approve the following revision in Key Club Board policy be approved.

**REVISION IN
KEY CLUB
BOARD POLICY
REGARDING
PERCENTAGE
OF MEMBERSHIP
ELIGIBLE
FOR GRADUA-
TION FOR
REACTIVATING
KEY CLUBS**

"A suspended status Key Club must have at least 15 dues paying members before it can be reactivated and removed from the suspended status list. In Key Clubs with less than forty members, no more than fifty percent of the club membership may be eligible for graduation in the school year of reactivation. In Key Clubs with forty or more members, no more than two-thirds of the club membership may be eligible for graduation in the school year of reactivation. A membership list must accompany the dues payment."

This completed the action on the recommendations of the Board Committee on Program Services.

The Board Committee on Member Services, Arthur J. DeLorenzo, Chairman, gave its report. The report is attached as "Exhibit 13."

**MEMBER
SERVICES**

It was moved by Trustee Tanjuakio, supported by Trustee DeLorenzo, and duly carried as follows:

RESOLVED, That the charters of 43 clubs be and hereby are revoked. (See "Exhibit 14.")

**REVOCATION
OF CHARTERS**

It was moved by Trustee Blechman, supported by Trustee Lusche, and duly carried as follows:

RESOLVED, That the Board accept Immediate Past President Aubrey Irby's suggestions that governors which achieved excellence during 1983-84 shall receive a citation by the President of Kiwanis International at the 1985 Toronto convention and that the funds be allocated from budget item 20-140-02. These districts are: Australia, Benelux-France-Monaco, Carolinas, Florida, Georgia, Louisiana-Mississippi-West Tennessee, Minnesota-Dakotas, Missouri-Arkansas, Philippine Luzon, Philippine South, Republic of China, Southwest, Switzerland-Liechtenstein, and Texas-Oklahoma.

**CITATION
FOR 1983-84
GOVERNORS**

It was moved by Trustee DeLorenzo, supported by Trustee Tanjuakio, and duly carried as follows:

RESOLVED, That the criteria for the Club Officers Merit Award be part of the 1985-86 awards program. (See "Exhibit 15.")

**CRITERIA
FOR CLUB
OFFICERS
MERIT AWARD
FOR 1985-86**

It was moved by Trustee DeLorenzo, supported by Trustee Tanjuakio, and duly carried as follows:

RESOLVED, That the criteria for the Distinguished Club Officers Award be part of the 1985-86 awards program. (See "Exhibit 16.")

**CRITERIA FOR
DISTINGUISHED
CLUB OFFICERS
FOR 1985-86**

It was moved by Trustee DeLorenzo, supported by Trustee Tanjuakio, and duly carried as follows:

RESOLVED, That the criteria for the Distinguished Lieutenant Governor Award be part of the 1985-86 awards program. (See "Exhibit 17.")

**CRITERIA FOR
DISTINGUISHED
LIEUTENANT
GOVERNOR
AWARDS FOR
1985-86**

It was moved by Trustee DeLorenzo, supported by Trustee Tanjuakio, and duly carried as follows:

RESOLVED, That the criteria for the Distinguished Governor Award be part of the 1985-86 awards program. (See "Exhibit 18.")

**CRITERIA FOR
DISTINGUISHED
GOVERNOR
AWARD FOR
1985-86**

It was moved by Trustee Huber, supported by Trustee DeLorenzo, and duly carried as follows:

WHEREAS, President Lansford wrote a personal letter to each club president encouraging him in his effort as club leader and requesting his assistance in membership growth,

AND WHEREAS, the cost of this program including preparation, mailing, and awards will be approximately \$4,000.00,

THEREFORE, BE IT RESOLVED, That \$4,000.00 be approved for the Membership Growth promotion budget.

AND BE IT FURTHER RESOLVED, That this be referred to the Finance Committee for implementation.

The meeting was recessed at 5:42 p.m. until the next morning, January 10, at 9:00 a.m.

The meeting was reconvened at 9:30 a.m. on January 10, with a prayer by Vice-President Mark Arthur.

Frank J. DiNoto, Treasurer of Kiwanis International, gave his report as follows:

"The October and November, 1984, financial reports were received on January 9, 1985, and thus could not be reviewed in detail.

"The report indicates that on November 30, 1984, Kiwanis International had cash and investments totaling \$4,280,776.00. Our current interest rates for investments are:

Money Market (daily)	9.8%
Bank CD's (60-180 days)	9.0% - 11.5%
UST Bills (60 days)	8.2%

"On November 30, 1984, there were uncollected semi-annual dues, magazine subscriptions, and liability insurance premiums of \$191,513.00.

"As of November 30, 1984, Kiwanis International had operated within budget."

A schedule of the 1984-85 budget reserves as revised is attached as "Exhibit 19."

APPROVAL
OF LETTER
FROM
PRESIDENT
LANSFORD TO
EACH CLUB
PRESIDENT

REPORT OF
TREASURER

SCHEDULE OF
1984-85
BUDGET
RESERVES

The Board Committee on Finance, Noris A. Lusche, Chairman, presented its report. The report is attached as "Exhibit 20."

It was moved by Trustee Lusche, supported by Treasurer DiNoto, and duly carried as follows:

RESOLVED, That staff be instructed that our interim U.S. investments are to be limited to U.S. Government obligations, U.S. Government agency obligations and certificates of deposit in and bankers acceptances from U.S. banks rated P-1 or P-2 by Moody's, A or better by Standard and Poors, A or B by Keefe, Bruyette & Woods or 1 to 3 by McCarthy & Chrisanti, and in financial institutions' daily interest accounts. Such funds may be invested in investments up to one year maturity, and no more than \$500,000.00 may be invested in any one bank.

It was moved by Trustee Lusche, supported by Vice-President Arthur, and duly carried as follows:

WHEREAS present and impending legal problems pose a need for additional funds for the payment of legal fees incurred,

THEREFORE, BE IT RESOLVED, that an additional amount of \$35,000.00 be transferred from the Operating Surplus to 02-126-02 to cover legal fees.

It was moved by Trustee Lusche, supported by Trustee DeLorenzo, and duly carried as follows:

WHEREAS, the Member Services Committee approved the amount of \$4,000.00 for President Lansford's special membership growth promotional letter,

THEREFORE, BE IT RESOLVED, that \$4,000.00 be transferred from Operating Surplus to 06-158-02.

It was moved by Trustee Lusche, supported by Trustee Jackson, and duly carried as follows:

WHEREAS, it was felt that permanent outside holiday decorations should be purchased for the General Office to add a festive atmosphere to the Christmas season,

THEREFORE, BE IT RESOLVED, that a capital expenditure of \$3,343.00 for such permanent decorations be approved.

FINANCE

**GUIDELINES
FOR
INVESTMENT
PROCEDURES**

**APPROVAL OF
ADDITIONAL
FUND FOR
LEGAL FEES**

**APPROVAL OF
FUNDS FOR
LETTER
FROM
PRESIDENT
LANSFORD
TO ALL
CLUB PRESI-
DENTS**

**APPROVAL OF
FUNDS FOR
OUTDOOR
CHRISTMAS
DECORATIONS
FOR GENERAL
OFFICE**

It was moved by Trustee Lusche, supported by Immediate Past President Irby, and duly carried as follows:

WHEREAS, the site of the 1985 Kiwanis International Convention was changed from Detroit to Toronto, President Raymond Lansford requested that Toronto Convention Chairman Ross Franklin be invited to Council at Kiwanis' expense, for the purpose of promoting the Toronto convention site,

THEREFORE, BE IT RESOLVED, That approval be given for these expenses for Toronto Convention Chairman Ross Franklin to attend Council. This will be paid out of Convention Promotion expense.

It was moved by Trustee Lusche, supported by Trustee Jackson, and duly carried as follows:

RESOLVED, That the assumptions for the 1985-86 Preliminary Operating Budget are:

Membership Levels of Kiwanis

Total annual dues-paying members - 306,000.
Number of New Clubs Formed - 300
Number of New Members Paying Processing Fees - 42,500

Program Services and Levels

Sponsorship will continue for Circle K, Key Club; support of the Kiwanis International Foundation will continue; and subsidies for Benelux-France-Monaco and EC&C Districts will continue.

Kiwanis International-European operations will continue at the same level.

The present number of Field Service Representatives will be retained.

International Council will be held in October.

Awards and leadership materials will be continued.

Regional Governor Conferences and a Secretaries Conference will be held.

Inflation Rate Levels

Postage - Bulk, permit and first class - 5%
Postage - Second Class (magazine) - 5%
Utilities - 10%
Printing, Outside - 6%
Travel - 5%
Wages - 5%
Interest Rate for Income - 8-1/2%
General Overall Inflation Rate - 5%

APPROVAL OF
EXPENSES FOR
TORONTO CON-
VENTION CHAIR-
MAN TO ATTEND
COUNCIL

ASSUMPTIONS
FOR 1985-86
PRELIMINARY
OPERATING
BUDGET

Other Budget Assumption Considerations

Surplus for the year cannot be less than \$400,000.00.
Budgeted expenses shall not be more than 5% of the
1984-85 projected actual expenses.

It was moved by Trustee Lusche, supported by Trustee Overholt,
and duly carried as follows:

RESOLVED, That the 1984-85 budget be adjusted as follows:

Department 91

907-01 reduced from \$368,000.00 to \$335,000.00

Department 23

142-01 reduced from \$48,700.00 to \$22,300.00

Department 09

186-01 reduced from \$15,000.00 to \$12,950.00

186-02 reduced from \$10,000.00 to \$8,625.00

186-03 reduced from \$7,500.00 to \$6,475.00

186-04 reduced from \$10,000.00 to \$8,625.00

186-05 reduced from \$5,500.00 to \$4,725.00

It was moved by Trustee Lusche, supported by Vice-President
Kaiser, and duly carried as follows:

WHEREAS a retired former employee has a residual deferred
compensation due him in January, 1985, which has been invested
by Kiwanis International in two mutual funds -- Steinroe Stock
Fund and T. Rowe Price Growth Stock Fund,

THEREFORE, BE IT RESOLVED, That this Corporation redeem all
shares of Steinroe Stock Fund in the account of Kiwanis
International Account #2, shareholder Account No. 249693151-6.

AND BE IT FURTHER RESOLVED, That this Corporation redeem all
shares of T. Rowe Price Growth Stock Fund in the account of
Kiwanis International Account #2, shareholder Account No.
792213-6.

It was moved by Trustee Lusche, supported by Vice-President
Arthur, and duly carried as follows:

RESOLVED, That staff shall provide pertinent financial statements
to appropriate Board members no later than the third week
following the end of each month.

1984-85
BUDGET
ADJUSTMENTS

REDEMPTION
OF SHARES
IN STEINROE
STOCK FUND
AND T. ROWE
PRICE GROWTH
STOCK FUND
FOR RETIRED
EMPLOYEE

PROCEDURE
CHANGE --
TIMELINESS
OF FINANCIAL
STATEMENTS

AND BE IT FURTHER RESOLVED, That this recommendation be referred to the Administration and International Extension Committee for insertion as a Procedure in the Kiwanis International Policies and Procedures.

It was moved by Trustee Lusche, supported by Trustee Alper, and duly carried as follows:

RESOLVED, That a special committee to develop financial and accounting procedures be appointed and that the budget be amended to provide \$4,000.00 in 01-110-10.

SPECIAL
COMMITTEE
TO DEVELOP
FINANCIAL
AND ACCOUNT-
ING PRO-
CEDURES

It was moved by Lusche, supported by Vice-President Arthur, and duly carried as follows:

RESOLVED, That the sum of \$6,000.00 be transferred from the operating surplus to a new line item for the Kiwanis World Service Medal.

FUNDING FOR
KIWANIS
WORLD SERVICE
MEDAL

This completed the action on the recommendations of the Board Committee on Finance.

The Board met in total with the auditors to discuss the audit report and management letter.

It was moved by Trustee Alper, supported by Vice-President Kaiser, and duly carried as follows:

RESOLVED, That Key Club and Circle K be charged in accordance with the budget rather than the amounts reflected per book to show the true costs.

KEY CLUB
AND CIRCLE K
CHARGED IN
ACCORDANCE
WITH BUDGET

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

RESOLVED, That the Board express its thanks to the General Office staff for a job well done.

GRATITUDE
TO STAFF

Olav Sunde, KI-E President, expressed his thanks as follows: "I would like to express my gratitude and thanks for being here and attending this meeting. As far as I know this is the first time a European President has attended a Board meeting in the States. I do hope it will not be the last one."

The President declared the meeting adjourned at 1:03 p.m. on Thursday, January 10, 1985. Board members moved to the Radisson Hotel for Council.

The Board reconvened on Sunday, January 13, at 8:00 a.m. for a breakfast meeting after Council.

The Report of the Past International Presidents was given by E. B. "Mac" McKittrick. It is attached as "Exhibit 21."

The Report of the Kiwanis International Foundation was given by Ralph C. Keyes, Immediate Past President of the Foundation. It is attached as

The Board meeting was adjourned sine die at 9:30 a.m.

**REPORT OF
PAST INTER-
NATIONAL
PRESIDENTS**

**REPORT OF
KIWANIS
INTERNATIONAL
FOUNDATION**

ADJOURNMENT

MESSAGE OF THE PRESIDENTto theInternational Board of TrusteesJanuary 6, 1985

The first three months of the 1984-85 Kiwanis year have been an exciting time. The involvement of members in club projects and division cooperation in community improvement to build better lives is evident throughout the Kiwanis world. Kiwanis leaders are talking about what they are accomplishing and will continue to accomplish in the immediate future.

The K-family relationship is enthusiastically accepted with cooperation in new club formation, membership adds, and membership retention. Inquiries on how to build better communities through Kiwanis in Venezuela have been accepted as a challenge by the Kentucky-Tennessee district. Leading governmental and media people are encouraging Kiwanis to grow in Venezuela. Other South American and African countries are concerned with how to develop better Kiwanis leadership for their areas.

On January 10, 1985, fifty percent of the time for Board decision-making in 1984-85 will be history. Is your Committee concentrating upon the Board responsibility of policy formation, review, change, or continuation as needed for Kiwanis International? Are we protecting the philosophical policy and procedure level required of us? Are we giving direction to management for greater efficiency, growth, and pride in Kiwanis? Are we emphasizing the need for human and spiritual development along with the enjoyment of club friendship and fellowship as we uplift underprivileged children? Have we faced the club weekly meeting schedule as required in the Bylaws?

Should these questions remain unanswered by the Board, or should action be taken to solidify the activities of Kiwanians in the clubs around the world? Kiwanians are ready to think big and work hard for community development if we lead the way. The opportunity to promote the Kiwanis Objects in a world of stress and trauma is a challenge for the clubs in each community to build better lives.

The turnover of membership is far too high. Education, involvement, and pride surely must become a major stepping stone as we determine who we are and what we want to become as a leading service organization for the present and the future. I challenge you to think objectively and evaluate carefully in exercising your leadership role, which provides planning and guidance for our staff to fulfill its responsibility to Kiwanians around the world. The opportunity is

before us. The challenge for each of us as a Board member is worldwide policy formation and direction without prejudice but with concern for the Kiwanis world membership. Shall we accept the challenge?

Respectfully submitted,

Raymond W. Lansford
President

MESSAGE OF THE PRESIDENT-ELECTto theInternational Board of TrusteesJanuary 6, 1985

The first quarter results indicate that the 1984-85 Administrative Year is off to a good start and that we are indeed Building Better Lives and Uplifting Underprivileged Children.

However, this first quarter has also produced some concerns which I think the Board needs to be aware of. Secretary Gil and I attended the fall CONPOR meeting in Chicago. There appeared to be real concern about the threat to the service club movement regarding the right of the organizations to determine the make-up of individual club membership. However, those present appeared reluctant to take a united stand to oppose this threat. Most of the organizations represented seemed to opt for a "wait and see" approach. They may be successful, but I have grave doubts about it.

Later in the fall President Ray, Secretary Gil, Jim Sheets, and I attended the Service Club Leaders Conference at White Sulphur Springs, West Virginia. Numerous individual problems were discussed, and helpful information was exchanged. However, there was practically no discussion of the problems and challenges that face the service club movement today or in the future. I would hope that such discussion would be a part of future meetings of this group.

We were successful in having the Republic of China District meet the requirements set forth in the October Board Meeting so that the District has now been returned to active status. We hope that this problem is resolved, and I am optimistic.

As planning starts for the 1985-86 Administrative Year, we hope to be able to build on the base that is being established during 1984-85. The need for community service has never been greater; and if we are to meet our commitment to our communities, substantial growth must result. President Ray, I pledge to you my full support to see that your goals of both service and growth are achieved.

Respectfully submitted,

Donald E. Williams
President-elect

MESSAGE OF THE SECRETARYto theInternational Board of TrusteesJanuary 6, 1985

Since our last meeting, important progress has been achieved in developing a planning program that will provide direction for Kiwanis' future. We must face up to and answer the hard questions of who we are and who we want to be. Recognizing the need for strategic planning isn't enough, however; planning will only be effective if we follow through with the necessary decisions and positive actions.

The General Office has achieved a smooth transition in incorporating the various tasks of the former International Extension Department into other appropriate departments. Each department is charged with providing services of the same quality to every club everywhere. The sole function of our International Desk is to provide translation services for the General Office.

A staff study to identify an organization to conduct a pilot Kiwanis leadership training program has been completed, and a recommendation is being submitted to the Board Committee on Communications and Education. We have also evaluated the growing need to introduce modern word-processing capabilities to our Communications area, and a proposal is being made to the Board Committee on Finance.

Recently, Supplies Manager Dennis Shafer resigned to accept the supplies position with the Future Farmers of America. Barbara Urian has been appointed to this position. Barbara comes to us with a strong marketing background and is doing very well in her new responsibilities. I am also pleased that MIS Director Don Collins has rejoined the staff; his continued service will maintain valuable continuity and expedite the MIS department's progress in converting our data-processing systems.

Final results for the 1983-84 administrative year show a net membership increase of 6,001, the largest annual increase in years. New clubs built in 1983-84 exceeded the previous year's total by 108. To date, this year's new club building matches the 1983-84 pace. Average club membership remains at 38.

Preliminary reports from our auditors are encouraging. We expect that their management letter will reflect that we have made substantial progress in the last administrative year.

Thanks to the personal efforts of President Ray, the Board Committee on Communications and Education, our staff, and the local Kiwanians, we are confident in forecasting a good convention in Toronto.

We have also identified other problem areas which present new challenges.

Respectfully submitted,

G. H. "Gil" Zitzelsberger
Secretary

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

January 6-10, 1985

Dates of Committee Meetings: January 4-5, 1985

Place of Committee Meeting: General Office

Present: Members - Raymond B. Allen, Aubrey E. Irby
Chairman - Robert G. Sinn
Ex Officio Members - Donald E. Williams, Anton J. Kaiser,
Frank J. DiNoto, G.H. "Gil" Zitzelsberger
Staff - W. Thomas Nelson, Jr.

1. Report on Development of Long Range Planning Program

At the direction of the Board of Trustees, the Committee has developed a proposed strategic planning program. (See Exhibit A.)

Recommendation #1:

The Committee recommends that the procedure to implement the strategic planning program be adopted.

I move that recommendation 1 be adopted.

THE KIWANIS INTERNATIONAL
STRATEGIC PLANNING PROGRAM

(Third Working Draft - 1/5/85)

Destiny is not a matter of chance, It
is a matter of choice . . .

Destiny is not a thing to be waited for,
it is a thing to be achieved.

William Jennings Bryan

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THE KIWANIS STRATEGIC PLANNING PROGRAM

PROGRAM SYNOPSIS

Preliminary Activities

A. Development of Planning Program Rationale

Why Kiwanis Seeks to Plan, What Benefits are Expected?

B. Development of Design Specifications

What Characteristics Must the Kiwanis Planning Program Possess?

* * * * *

The Program Format

I. Conceptual Goals.

What is Kiwanis? What Does Kiwanis Seek to Be?

II. Operating Objectives

Based on its Conceptual Goals, What Does Kiwanis Want - Now and in the Future?

III. Action Strategies

Based on its Operating Objectives, What is Kiwanis Going to do about it?

IV. Action Statements

Based on its Action Strategies, Exactly Who is Going to do What, by When, and Where Will The Necessary Resources Come From?

* * * * *

Follow Up Activity

C. Future Objectives Development

How Does Kiwanis Evaluate and Revise its Planning Program on an on-going Basis?

A. PROGRAM RATIONALE

The Case for Kiwanis Planning

An important preliminary step in the development of the Kiwanis Planning Program is the formal statement of a rationale which justifies and supports the entire endeavor.

After all, why bother with planning? It is an additional, time-consuming task for the Board of Trustees, Staff, and other members of the Kiwanis Family. It also involves indirect expense in terms of additional or extended meetings, increased administrative work, computer time, etc. At a time when Kiwanis has so many other pressing matters with which to be concerned, why plan?

It is precisely because of the many challenges and opportunities which confront Kiwanis International as we look forward to the future that the Board of Trustees has determined to develop a strategic plan. The Board expects this commitment to strengthen our organization. Among the many benefits expected from the planning process are these:

- * Increased awareness of the rapidly changing environment in which Kiwanis exists.
- * Establishment of a comprehensive road map to show where Kiwanis is going in the years ahead and how it intends to get there.
- * Development of realistic, demanding, and attainable organizational objectives.
- * Greater efficiency of operations and increased accountability throughout the organization.
- * Development of better financial procedures.
- * Improved evaluation of existing programs and services.
- * Development of procedures by which Kiwanis can more effectively address the complex challenges before it, such as finances, the "graying" of our membership, the need for long-term membership and club growth, restructure, etc.
- * Improved communications among the Kiwanis Family organizations.
- * Increased community service throughout the Kiwanis world.

These benefits more than justify the investment of time, money, and effort in strategic planning process. Destiny is a thing to be achieved.

B. DEVELOPMENT OF DESIGN SPECIFICATIONS

What Should the Specific Characteristics of Kiwanis' Planning Program Be?

In developing a strategic plan, organizations must from the outset select from among a wide variety of planning styles, techniques, and methodologies. Which should be selected and why? The development of the planning rationale and the identification of specific desired outcomes or benefits (See Program Rationale: The Case for Kiwanis Planning) serve to partially complete this task, since anticipated benefits tend to suggest certain methods and eliminate others.

But many other factors must also be taken into consideration in making the final selection of a planning method. These include existing communications and decision-making structures, organizational values, management styles, complexity and diversity of programming and operations, nature of problems and challenges before the organization, and previous experiences in planning, to name just a few.

Based on extensive consideration, the Board Committee has identified the following characteristics or design specifications as being essential to the development of our Planning Program.

1. The development and implementation of the Program must be based on the input of Kiwanis leaders and members from throughout the organization. This input must be actively and consistently solicited.
2. The Program must compliment the Board Committee/Staff Liaison structure.
3. The Program must be easily understood and communicated throughout the Kiwanis Family.
4. The Program must be both practical and implementable, and not simply an academic or theoretical exercise. The Program must give full promise of yielding the benefits identified in the preceding rationale section.
5. The Program must be comprehensive and encompass the diverse areas of operation within our complex organization.
6. The Program must be so designed as to help Kiwanis both better organize its current operations and more systematically address the challenges of the future.
7. The Program must facilitate and compliment Kiwanis' existing budget processes.
8. Finally, the Planning Program must be a "living document", one which is reviewed at least annually, and when needed, revised to provide continued direction and focus to Board, Staff, and the organization as a whole.

I. CONCEPTUAL GOALS

Kiwanis International's actual planning process begins with the creation of Conceptual Goals. These are broad statements of ideals, beliefs, or values which constitute the basic purposes of our organization and which are central to determining its path of development. They answer the question "What is Kiwanis, what does it seek to be?" and should rarely need modification.

Based on input from throughout the Kiwanis organization, Conceptual Goals are reviewed and adopted by the International Board of Trustees if found to be in the best interest of Kiwanis.

II. OPERATING OBJECTIVES

The Operating Objectives provide a practical framework which supports the Conceptual Goals and provides initial focus to Board and Staff action. They must answer the questions "What does Kiwanis want?" and "What is really important?" and may take a number of years to implement.

Operating Objectives are developed by the various Board Committees for their respective areas of administrative responsibility and recommended to the Board of Trustees for formal adoption.

III. ACTION STRATEGIES

Action Strategies are specific, task-oriented plans designed to help implement the Program's Operating Objectives. They are designed to be achieved in 1 or 2 years or less and are closely linked to the Kiwanis budgeting process. They answer the third planning question "What is Kiwanis going to do?"

Action Strategies are developed by staff and proposed to the Board of Trustees for adoption, and are established and reviewed annually.

IV. ACTION STATEMENTS

Action Statements operationalize the Action Strategies and clearly establish exactly what is going to be done, by whom, by when, and where the money will come from.

Action Statements are developed by Staff for Board Committee review.

C. FUTURE OBJECTIVES DEVELOPMENT

This section will contain a specific statement regarding how Kiwanis International intends to evaluate and revise its planning program on an on-going basis in the years ahead.

GENERAL OFFICE ADMINISTRATIVE ACTION

JANUARY 6-10, 1985

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>OUTSTANDING ACCT'S</u>
<u>CALIFORNIA-NEVADA-HAWAII</u>					
Brentwood, Santa Monica, CA	1	15	09-12-56	09-30-84	\$145.80
Greater Pasadena, CA	10	17	11-29-67	09-30-84	\$167.70
<u>CAPITAL</u>					
Metropolitan Newark, DE	7	22	07-09-81	09-30-84	\$219.00
<u>CAROLINAS</u>					
Lucama, NC	11	13	09-17-81	04-01-84	\$269.10
Red Springs, NC	7	8	04-01-76	10-01-84	\$ 76.65
<u>EASTERN CANADA-CARIBBEAN</u>					
Diego Martin, Trinidad	27	26	12-12-78	06-24-84	\$822.90
Milton, Ontario	7	15	05-31-78	09-28-84	\$496.65
Sangre Grande, Trinidad	27	19	04-06-78	06-24-84	\$601.35
<u>FLORIDA</u>					
Marathon	17	6	05-01-57	09-28-84	\$ 43.80
<u>GEORGIA</u>					
Lithonia-Fairington	18	11	09-09-82	03-31-84	\$274.05
Mountain Shadow, Tucker	18	14	05-14-81	03-31-84	\$269.10
<u>ILLINOIS-EASTERN IOWA</u>					
Barry, IL	29	15	04-10-61	10-01-84	\$145.80
Bartlett, IL	10	5	11-01-62	10-01-84	\$ 54.75
Horner Park Breakfast, Chicago, IL	2	11	06-16-81	10-01-84	\$120.45
<u>INDIANA</u>					
Zionsville	7A	10	06-08-64	12-01-84	\$109.50
<u>KANSAS</u>					
Overland Park South	9	13	05-10-82	03-01-84	\$259.35
<u>LOUISIANA-MISSISSIPPI-W. TENNESSEE</u>					
Baker, LA	8A	17	12-14-81	06-01-84	\$351.90
Central City Jackson, MS	5	19	05-11-82	09-30-84	\$197.10
Humboldt, TN	1B	4	10-06-81	11-01-84	\$ 33.20
West Baton Rouge, LA	9B	2	05-03-84	11-01-84	\$327.55
<u>MICHIGAN</u>					
Big Rapids	21	27	05-26-83	10-02-84	\$843.60
Waterford Lakes Area	7	13	05-28-59	03-25-84	\$269.10

<u>CLUBS BY DISTRICT</u>	<u>DIV.</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT MEETING</u>	<u>OUTSTANDING ACCT'S</u>
<u>MISSOURI-ARKANSAS</u>					
Greater West Memphis, AR	22	21	05-18-83	09-27-84	\$517.49
<u>NEBRASKA-IOWA</u>					
Hartley, IA	3	13	01-27-65	10-01-84	\$131.40
Melvin, IA	3	15	03-19-57	10-01-84	\$186.15
<u>NEW JERSEY</u>					
Newfield	8	22	04-18-46	05-12-84	\$253.20
<u>NEW YORK</u>					
Balston Spa Burnt Hills	16	28	02-29-84	11-18-84	608.60
Elmhurst	22	17	10-01-81	06-20-84	\$164.25
Greater Goshen	10	21	08-18-83	11-18-84	\$434.70
Jericho Syosset	12	14	03-19-73	11-18-84	\$145.80
Mechanicville-Stillwater	16	10	03-19-80	11-18-84	\$ 00.00
Melville-Dix Hills	15	15	03-11-76	11-18-84	\$474.75
Selden-Centereach	25	10	03-29-77	11-18-84	\$207.00
<u>PACIFIC NORTHWEST</u>					
Chugiak-Eagle River, AK	AY	21	09-28-83	11-18-84	\$434.70
<u>PENNSYLVANIA</u>					
East Side Erie	1	18	09-15-78	10-01-84	\$569.70
East Suburban Pittsburgh	6A	15	09-15-78	10-01-84	\$155.25
Punxsutawney	9	12	06-06-22	09-10-84	\$131.40
<u>PHILIPPINE LUZON</u>					
Apalit, Pampanga	2B	2	08-21-82	10-13-84	\$ 30.00
Baguio City	1	2	02-19-80	10-29-84	\$ 30.00
Bacolor, Pampanga	2B	25	02-05-77	10-13-84	\$562.50
Cabugao, Ilocos Sur.	1	35	02-20-81	10-29-84	\$787.50
Caloocan City	3B	2	02-06-81	10-29-84	\$ 10.10-
Cathedral Heights, Quezon City	3B	2	08-16-80	10-29-84	\$585.00
Capitol Centre, N. Fairview, Quezon City	3B	31	09-12-80	10-29-84	\$405.00
Florida Blanca, Pampanga	2B	57	10-12-83	10-13-84	\$1,233.40
Ligao	3B	21	06-01-74	10-29-84	\$457.50
Marikina-Valley, Metro Manila	3B	4	04-18-83	10-29-84	\$ 50.00
Mercedes	5A	18	04-30-79	10-29-84	\$405.00
Minalin, Pampanga	2B	28	10-14-83	10-13-84	\$420.00
Nabua	5A	25	09-12-76	10-29-84	\$540.00
<u>UTAH-IDAHO</u>					
Sandy, UT	8	5	11-21-78	09-29-84	\$ 43.80
<u>WEST VIRGINIA</u>					
Frankfort District, Ridgeley	5	15	02-20-82	08-01-84	\$486.00
<u>NON-DISTRICTED</u>					
Calcutta, India	0	16	10-27-79	11-06-84	\$690.00

TOTAL: 53

NEW KIWANIS CLUBS ORGANIZED SINCE THE OCTOBER MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Obwalden, Switzerland	09-28-84	21
Gastonia Golden K, North Carolina	09-30-84	25
Greater Hot Springs Village, Arkansas	10-01-84	32
Edmond Breakfast, Oklahoma	10-01-84	25
Willmar Sunrisers, Minnesota	10-01-84	26
Mercer, Pennsylvania	10-01-84	25
Guthrie First Capitol, Oklahoma	10-01-84	29
Indio, California	10-01-84	30
Big Lagoon-Pensacola, Florida	10-01-84	35
South County, St. Louis, Missouri	10-01-84	30
Stillwater Golden K, Oklahoma	10-02-84	25
Gintong Silangan, Quezon City, Philippines	10-03-84	25
McGehee, Arkansas	10-01-84	27
Haughton, Louisiana	10-09-84	32
North Port Early Birds, Florida	10-10-84	25
Southwest Atlanta, Georgia	10-15-84	25
San Gabriel Valley-Asian-Monterey Park, CA	10-12-84	27
Monroe County, West Virginia	10-11-84	25
Tabaco Mayon, Albany, Philippines	10-17-84	21
Oakmont, California	10-18-84	25
Macon County, Franklin, North Carolina	10-25-84	26
North Central Indianapolis, Indiana	10-29-84	25
Hardinxveld "Vijfstromenland", Netherlands	10-08-84	20
Miagao Iloilo, Philippines	10-28-84	33
Singapore South, Singapore	10-01-84	25
Pharr Sunrise Breakfast, Texas	11-13-84	27
Iowa City Golden K, Iowa	11-15-84	25
Airport Area, Moon, Pennsylvania	11-15-84	25
Neponset, Illinois	09-29-84	25
Energy Capital, Gillette, Wyoming	11-20-84	25
Gelderland, West Germany	11-08-84	21
Northeast San Antonio, Texas	11-28-84	25
Moreno Valley, California	11-28-84	36
Rim Country, Pine-Strawberry, Arizona	11-29-84	34
Morgantown Golden K, West Virginia	11-29-84	25
College Station South, Texas	11-21-84	25
Sanford Golden K, North Carolina	12-06-84	31
South Tama County, Iowa	12-11-84	29
Clackamas Sunrisers, Oregon	12-12-84	27
Fort McMurray, Alberta, Canada	12-12-84	25
"The" Biltmore-Phoenix, Arizona	12-13-84	35
Aupouri, New Zealand	12-13-84	20
Starkville Breakfast, Mississippi	12-07-84	26
Sun City-Royal Oak, Arizona	12-14-84	25
Rugby, Center of North America, Golden K, ND	12-17-84	31
Cognac, France	11-24-84	20
Stamps, Arkansas	12-20-84	32

TOTAL: 47

C. REACTIVATIONS SINCE THE OCTOBER 1984 BOARD MEETING

<u>CLUB</u>	<u>REACTIVATION DATE</u>	<u>MEMBERSHIP</u>
Tecate, Baja, CA, Mexico	11-27-84	4
Seneca, Missouri	10-01-84	12
Cananea de Cobre, Sonora, Mexico	12-08-84	21

TOTAL: 3

D. CLUB MERGERS SINCE THE OCTOBER 1984 BOARD MEETING

Club being retired: Waupun, Morning Edition, Wisconsin
Club being retained: Waupun, Wisconsin Date Merged: 10-1-84

Club being retired: San Marino, California
Club being retained: Alhambra, California Date merged: 10-1-84

TOTAL: 2

E. CLUB INCORPORATIONS COMPLETED:

Albert Lea Golden K II, Minnesota	Lincoln, Golden K, Nebraska
Alta, Iowa	Manteca-Sunrise, California
Cisco, Texas	Northboro, Massachusetts
Dawn Patrol, Union City, Tennessee	Overlake, Bellevue, Washington
Edina-Golden K, Minnesota	Puget Sound, Tacoma, Washington
Executive Park Kansas City, Missouri	Reedley-Sunrise, California
Fairfield, Illinois	River Falls, Wisconsin
Glenwood, Iowa	Round Rock-Sundowners, Texas
Golden K, Aurora, Illinois	Saint Louis-Spanish Lake, Missouri
Grayling, Michigan	Seattle, Golden K, Washington
Harlan Golden K, Iowa	Spanaway, Washington
Hickman, Nebraska	Stockdale West, Bakersfield, California
Hilton Head Island, South Carolina	Sunshine Coast, Gibsons, British Columbia
Janesville/Blackhawk Golden K, Wisconsin	Warrenville, Illinois
McHenry Golden K, Illinois	West Joliet, Illinois

CLUB NAME CHANGES:

From: Alisal-Salinas, California
To: Salinas-Steinbeck, California

From: Golden K Copper Country, Houghton, Michigan
To: Golden K Copper Country, Hancock, Michigan

From: Nipissing-North Bay, Ontario
To: Nipissing, Ontario

From: Shelby North-Alabaster, Alabama
To: Riverchase, Alabama

From: Westport-Weston, Connecticut
To: Westport, Connecticut

G. CANCELLED MEETINGS:

NONE.

H. DISTRICT BYLAW AMENDMENTS:

Kentucky-Tennessee

Article VI, Section 6 - provision to add Past Lieutenant Governors as representatives of clubs not otherwise represented in the House of Delegates.

Philippine Luzon

Article XV, Section 1 - increase in annual district dues and Bulletin dues.

Southwest

Article X, Section 9 - provision for Past Governors of any Kiwanis District who are members of a Kiwanis Club in the Southwest District to be delegates-at-large to all conventions. And to provide for a Lieutenant Governor or Past Lieutenant Governor of the District to represent a club from his division if this club does not have enough delegates to the district convention.

Wisconsin-Upper Michigan

Article XI, Section 11 - only three first members of a club to pay convention registration fee.

Article XIII, Section b - scheduling election of delegates to Nominating Conference to second day of District Convention.

Article XIII, Section c - scheduling Nominating Conference to evening of second day of District Convention.

Article XV, Section 1 & 2 - word change for clarification.

Article XV, Section 3 - committee name change.

Article XVII, Section 9 - increase in minimum amount per member in the District Restricted Reserve Fund.

I. CIRCLE K CLUBS COMPLETED SINCE OCTOBER REPORT

Circle K Clubs

Georgia State University
Ferrum College
Virginia State University
Rutgers University-Newark
Bluefield State College
Mercyhurst College
Miami Dade Community College-North Campus
Florida International University-Tamiami Campus
Pennsylvania State
Eastern Michigan University
University of Northern Colorado
Bethune-Cookman College
Hill Junior College
Tyler Junior College
Winthrop College
Oklahoma Baptist University
Stetson University
Francis Marion College
The University of Oklahoma
Delaware State College
Northeastern Illinois University
The University of Michigan
Northeast Missouri State University
University of Science & Arts of Oklahoma
Judson College

TOTAL 25

Kiwanis Sponsor

Capital Area-Atlanta, GA
Roanoke, VA
Petersburg, VA
Belleville, NJ
Bluefield, WVA
Erie, PA
Biscayne Bay, Miami, FL
West Dade Int'l, Miami, FL
Dallas, PA
Ypsilanti, MI
Greeley, CO
South Halifax, FL
Hillsboro, TX
Tyler-Rose City, TX
Rock Hill, SC
Shawnee, OK
Deland-Sunrise, FL
Florence-Pee Dee, SC
Norman, Northwest Okla. City, OK
Dover, DE
Ravenswood-Chicago, IL
Ann Arbor Eastern, MI
Kirksville, MO
Chickasha, OK
Marion, AL

J. KEY CLUBS COMPLETED SINCE OCTOBER REPORT

Key Clubs

Monacan High School
Wayne High School
Tamarac High School
Northeastern Clinton Central
Jeremiah E. Burke High School
Benicia High School
Buena Park High School
Andress High School
South Lakes High School

Dunellen High School
Clarke Central High School
Willmar Senior High School
Gloversville High School
Monticello High School

Kiwanis Sponsor

Chesterfield, VA
Waynedale, IN
Taconia, Raymertown, NY
Rouses Point - Champlain, NY
Dorchester, MA
Benicia, CA
Greater Buena Park, CA
Northeast - El Paso, TX
McLean, VA

Bound Brook - Middlesex, NJ
Athens Area, GA
Willmar, MN
Gloversville, NY
Monticello, AR

J. KEY CLUBS COMPLETED SINCE OCTOBER REPORT (Continued)

Key Clubs

Kiwanis Sponsor

Fairdale High School
La Jolla Country Day School
Laguna Hills High School
Second Baptist High School
Egg Harbor Township High School
East Lyme High School
Sullivan County High School
Provo High School
Lecanto High School

Box Elder High School
Paul VI High School
Bellevue High School
Cayman Island High School

Mountain View High School
Shady Spring High School
Saguaro High School
Durham High School
Arroyo High School
Mathis High School
Thomas Jefferson High School
Crosby High School
Highland High School
Mount Tabor High School
South Jones High School
Thurston Senior High School
Armwood High School
Lincoln Sudbury Regional High School
Mililani High School
Sidney Lanier High School
East Anchorage High School
Simi Valley High School
Mitchell High School
Carver High School
Parkway North Senior High School
Benson Polytechnic High School
Middlesex High School
San Leandro High School

Okolona, KY
Torrey Pines, LaJolla, CA
Laguna Hills, CA
Western Houston, TX
Somers Point & McKee City, NJ
East Lyme/Niantic, CT
Greater Muncy Area, PA
Provo, UT
Four Rivers, Homosassa Springs,
FL
Brigham City, UT
Fairfax, VA
Bellevue, WA
Seven Mile Beach, Grand Cayman,
B.W.I.
East Mesa, AZ
Beckley, WV
Scottsdale, Paradise Valley, AZ
Tobaccoland, Durham, NC
South El Monte, CA
Mathis, TX
Vernon, CA
Waterbury, CT
Cherokee Village, AR
Twin City, Winston Salem, NC
Laurel, MS
McKenzie River, Springfield, OR
Greater Brandon, FL
Sudbury, MA
Wahiawa-Mililani, Oahu, HI
Austin Northeast, TX
North Star, Anchorage, AK
Simi Valley, CA
Spruce Pine, NC
Winston-Salem, NC
Creve Coeur, MO
Holladay Park, Portland, OR
Bound Brook-Middlesex, NJ
South San Leandro, and
San Leandro, CA

TOTAL 52

K. INCORPORATION OF KIWANIS FOUNDATIONS

None

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

January 6-10, 1985

Dates of Committee Meetings: January 5-8, 1985

Place of Committee Meeting: General Office

Present: Members - Raymond B. Allen, Aubrey E. Irby

Chairman - Robert G. Sinn

Staff - W. Thomas Nelson, Jr., James L. Sheets, Ronald L. West

1. Creation of Non-districted Division in Nations with More than One Club

The Committee again considered the advisability of establishing non-districted divisions in nations with more than one club. While the Committee recognizes the unique needs of clubs in this situation for greater leadership and communication, it believes the creation of official non-districted divisions on a permanent basis is inadvisable. The Committee will submit an election procedure at the next meeting of the Board of Trustees. However, in full consideration of the need to assist these clubs, the Committee makes the following recommendation.

Recommendation #1:

The Committee recommends that a two-year trial program be adopted in which two or more clubs in non-districted nations or geographic areas may elect an "area coordinator" to fulfill the duties of a lieutenant governor. Area Coordinators will report to the Assistant Secretary for Member Services as well as receive direction and training materials from him.

I move that recommendation 1 be adopted.

2. Proposed Bylaw Amendments

The Committee reviewed the proposed amendments to Articles II, IV, XI of the Bylaws. (Exhibit A)

It was also noted that five typographical errors have been corrected in the original proposed amendments.

Recommendation #2:

The Committee recommends that the corrected proposed amendments be deemed to have been submitted fifteen (15) days in advance of the Council Meeting in accordance with Article IV, Section 3 of the Constitution.

I move that recommendation 2 be adopted.

Recommendation #3:

The Committee recommends that the proposed Bylaw Amendments be adopted by the Board of Trustees and presented to the International Council for approval.

I move that recommendation 3 be adopted.

3. Review of Substantive and Housekeeping Points on the Policies and Procedures

The Committee reviewed points regarding Policies and Procedures raised by International Trustees. After discussion, the Committee directed Staff to further research these suggestions and recommend appropriate Board action. It is hoped that the Committee will be in a position to present the changes at the next Board meeting.

4. Asia-Pacific Conference Guidelines

The Committee reviewed the current Asia-Pacific Conference Guidelines and noted that questions regarding their validity have been eliminated. These Guidelines will govern the 1985 Conference in Sydney. (Exhibit B)

5. Approval of Republic of China Representative to International Council

The Committee reviewed Republic of China District Governor Jason Shio's request that Governor-elect Howard Chang attend the January 10-13, 1985 International Council in his stead.

Recommendation #4:

Pursuant to Article IX, Section 2 of the Constitution, the Committee recommends that the International Board of Trustees approve this request.

I move that recommendation 4 be adopted.

6. Proposed Amendment to the Pacific Northwest District Bylaws

The Committee reviewed a proposed amendment to the Pacific Northwest District Bylaws with reference to a Committee on Sponsored Service Clubs for Women. (Exhibit C) This amendment has been proposed for submission to the Pacific Northwest House of Delegates at the 1985 Spring Convention.

The Board had previously reviewed a similar amendment passed by the Pacific Northwest District in 1983. The Board disapproved the proposed amendment at that time. The only difference between the two proposals is the substitution of the word separate in the 1983 version with the word affiliated in the current proposal.

The Committee determined that this word change makes no substantive change in the proposal which was previously disapproved by Board action.

7. Extension into Zaire

The Committee reviewed the advisability of establishing Kiwanis in Zaire. After discussion, the Committee decided that it would be appropriate to defer any action on this proposal. First, questions were raised regarding currency restrictions in Zaire as well as the lack of evidence that Kiwanis could successfully establish five clubs. Second, it was noted that President Lansford and Assistant Secretary Sheets will be in central Africa in the near future and hence better positioned to assess our prospects in this nation.

8. Relocation of Venezuela from the Eastern Canada and Caribbean District to the Andean and Central America District

The Committee was informed of the mutual desire of the Eastern Canada and Caribbean and Andean and Central America districts to transfer Venezuela from the former to the latter district.

Recommendation #5:

The Committee recommends that Venezuela be transferred from the Eastern Canada and Caribbean District to the Andean and Central America District effective immediately.

I move that recommendation 5 be adopted.

9. Supplies

The Committee met with newly-appointed Supplies Manager Barbara Urian, who reported on the status of the Supplies operation. The Committee was pleased with her optimistic assessment of future prospects and her potential capability to contribute to this important area in our organization.

10. Office Services

The Committee received a positive summary report from Manager of Office Services Jerry Beer regarding General Office services and operations. The Committee shares great confidence in his ability to continue discharging his various responsibilities.

11. Personnel

Manager of Personnel Sharon Alford appeared before the Committee to report on employee productivity and morale. She expressed concern that the Kiwanis pay scale in certain departmental areas was substandard in comparison to other Indianapolis organizations. Based upon her comments, the Committee also felt greater consideration must be given to increased staff training and development as soon as financially possible. Although Sharon has only served in her capacity for four months, the Committee noted her rapid progress and expects her to make an increasingly significant contribution in the future.

12. Management Information Services

The Committee met with recently re-appointed Management Information Services Director Donald Collins. The Committee welcomed his return to the Staff as well as his report that progress continues on schedule in the conversion of the computer system.

13. Insurance Consultant

The Committee reviewed a report from Assistant Secretary for Administrative Services Ron West regarding the advisability of retaining the services of a consultant to assess Kiwanis International's total General Office insurance package. After extensive discussion regarding a number of alternative approaches, the Committee felt no action was necessary at this time.

14. Amendment of Procedure 805.1 (b)

In order to more efficiently expedite our financial matters, the proposed amendment of Procedure 805.1 (b) contained in Exhibit D was deemed advisable by the Committee.

Recommendation #6

The Committee recommends that the proposed amendment of Procedure 805.1 (b) be approved.

I move that recommendation 6 be adopted.

15. Reinstatement of District Status for Republic of China

The Republic of China district has met all conditions for reinstatement of their district status.

Recommendation #7:

The Committee recommends that the district status of the Republic of China be reinstated as of December 21, 1984, based upon the authority contained in the official notification received from Secretary Zitzelsberger confirming that all of the conditions for reinstatement have been met.

I move that recommendation 7 be adopted.

Respectfully submitted

RAYMOND B. ALLEN

AUBREY E. IRBY

ROBERT G. SINN, Chairman

SEE EXHIBIT #7 of the Minutes for the Proposed Bylaw Amendments approved by the Board of Trustees and presented to the International Council for approval.

GUIDELINES OF THE
ASIA-PACIFIC CONFERENCE

Name: ASIA-PACIFIC Conference of Kiwanis International

OBJECTIVE:

1. To seek through the clubs within the Conference increased fellowship and cooperative effort towards the attainment of growth and greater service in the Asia-Pacific region without interfering in the internal operation or relationship of any club or district with Kiwanis International.

GUIDELINES:

1. Territorial limits: The territory of this Conference shall be the entire Asia-Pacific region as defined in the constitution of Kiwanis International,
2. Membership: Every club in good standing within the Asia-Pacific region shall be a member of the Conference.
3. Officers:
 - a) The officers of the Conference, who shall comprise the Executive Board shall be a Chairman, a Vice Chairman, a Secretary/Treasurer, the incumbent Governor of each district. In the case of the non-districted clubs they shall be represented by two (2) members, not coming from the same club or nation, elected at the annual convention of the Asia-Pacific Conference by the delegates of the non-districted clubs. The President of Kiwanis International, the Trustee representing the Asia-Pacific region on the Board of Trustees of Kiwanis International, and the Assistant Secretary for International Extension shall be ex-officio members of the Executive Board without vote.
 - b) Each officer shall be an active or senior member in good standing. The chairman shall be a Past District Governor. The Vice Chairman shall be elected from the district or club hosting the next annual Asia-Pacific Conference, unless the chairman is from the district or club.
 - c) The terms of all officers shall begin on the first day of October of each year and continue for one year or until their successors shall be duly elected and qualified.
 - d) The duties of the officers shall be as follows:
 - (1) The chairman shall preside at all meetings of the Conference and at all meetings of the Executive Board.
 - (2) The Vice Chairman, in the absence of the chairman, shall preside at the Conference and at all meetings of the Executive Board.
 - (3) The Secretary/Treasurer shall keep the records of membership,

attendance, and minutes of the meetings of the Executive Board and the minutes of the annual Conference. He shall submit a report to the annual Conference at such other times as the chairman or the Executive Board may require.

4. Executive Board:

- a) The Executive Board shall hold two (2) regular meetings during each year which shall be immediately before and after the annual Conference.
- b) The Executive Board, without meeting together, may transact business, as authorized herein, by mail by voting upon proposed resolutions mailed to them by the Secretary/Treasurer with the approval of the chairman. If within thirty (30) days thereafter, a majority of the members of the Executive Board shall send in writing to the Secretary/Treasurer their vote in favor of any such resolution, said resolution shall be deemed carried, otherwise it shall fail, provided however, that no such affirmative action shall go into effect for thirty (30) days after the Secretary/Treasurer, by registered mail, shall have sent to each member of the Executive Board a report of the tabulated result of such vote, the ballots of which are to be produced at the following meeting of the Executive Board before being destroyed.
- c) In the absence of the chairman from a meeting, the vice chairman shall preside. In the event that the Vice Chairman is also absent, the Executive Board shall designate one of its members to act as chairman.
- d) A majority of the total members of the Executive Board shall constitute a quorum, and a majority vote of those present shall decide any question, unless a greater vote is specified herein.

5. Conference:

- a) The annual Conference shall be held at such place and date in the months of March or April, as shall be mutually agreed to by the Executive Board and the Board of Trustees of Kiwanis International. In determining the location of a given annual conference, the Executive Board shall be guided by the majority vote of the qualified delegates present and voting at an annual conference, provided that the conference shall not be held in a district or nation more often than once every five (5) years.
- b) The Secretary/Treasurer shall mail to each club, district, and Kiwanis International an official call to the annual conference at least sixty (60) days prior to the date of the conference.
- c) At each duly called conference or prior thereto, a Committee on Nominations and a Committee on Elections shall be formed, each committee consisting of a representative from each of the districts and one from the non-districted clubs in the Asia-Pacific area who are delegates or delegates-at-large. Three members of either committee shall constitute a quorum.

- d) Each district shall be entitled in any conference to three (3) delegates provided, however, that districts having more than 25 clubs shall be entitled to one additional delegate for every 15 clubs in excess of 25 clubs.
 - e) Each non-districted club shall be entitled to one (1) delegate provided, however, that no nation of non-districted clubs shall have more than one delegate.
 - f) The delegates shall be active or senior members in good standing of a chartered club in a district and shall be elected by such district during its annual district convention or in any special district convention, but in no case shall it be later than thirty (30) days prior to the Asia-Pacific annual conference. For non-districted clubs, the delegate shall be elected by the presidents of several clubs in a nation or by the Board of Directors of a club, in cases where a nation has only one club, provided that the election shall be held no later than thirty (30) days prior to the annual conference.
 - g) The members of the Executive Board shall be delegates-at-large to the conference.
 - h) Each delegate and delegate-at-large present shall be entitled to vote on each question submitted in any conference. There shall be no voting by proxy. A delegate or delegate-at-large to be accredited must be certified according to the provisions of the guidelines and must have paid a conference registration fee, if such is required.
 - i) At the conference, resolutions may be proposed for approval by the Board of Trustees of Kiwanis International or by the house of delegates during the International Convention.
 - j) In the absence of the Chairman from any conference, the Vice Chairman shall preside. However, should the Vice Chairman be absent also, the Executive Board shall designate one of its members to act as Chairman.
 - k) A quorum at any regular or special conference shall comprise the accredited delegates present, provided that at least four (4) districts and three (3) nations of non-districted clubs (if there be that many) are represented.
6. Nomination and Election of officers and the Nominee for the office of International Trustee from the Asia-Pacific region.
- a) The election of the chairman and vice chairman shall be held at the annual conference.
 - b) The Secretary/Treasurer shall be appointed by the chairman, subject to confirmation by the Executive Board.
 - c) At the annual conference, immediately preceding the Kiwanis International Convention at which the name of the designated representative from the Asia-Pacific region to the Board of Trustees of Kiwanis International is to be presented to the House of Delegates, the election of said designated representative shall be held.
 - d) The Nominating Committee shall proceed to select the candidates for the offices of Chairman and Vice Chairman. The candidates are to be selected and submitted to the conference in accordance with the following provisions:

- (1) The Nominating Committee shall submit to the conference the names of all candidates for the office of the Chairman and Vice Chairman, provided, however, that if more than two (2) candidates are suggested for each office, the committee shall vote on the candidates for such office separately, and in such vote the names of the two candidates receiving the highest number of votes for such office shall be submitted by the committee to the conference.
- (2) The Nominating Committee shall submit to the conference the names of all candidates for the position of Nominee for the office of Trustee from the Asia-Pacific region on the Board of Trustees of Kiwanis International; provided, however, that if more than two (2) candidates are nominated, the committee shall vote on the candidates and submit the names of the two candidates receiving the highest number of votes to the conference.
- (3) No name shall be submitted to the Nominating Committee as a candidate without the consent of said person being first obtained in writing.
- (4) When the nomination of candidates for the elective officers or for the designated representative from the Asia-Pacific region to the Board of Trustees of Kiwanis International shall become the order of business of the annual conference, the report of the nominating committee shall be presented by the Conference Secretary/Treasurer.
- (5) Nothing in these guidelines shall be construed as limiting the right to make further nominations from the floor of the conference, provided that consent in writing is first obtained from the person being nominated.
- (6) No person shall be nominated in absentia.
- (7) The Committee on Elections shall have general charge of the election and of distributing and counting the ballots. A majority of all votes cast shall be necessary to determine the choice of any officer to be elected. In the event that any balloting does not show a majority for any nominee for any particular office, the Chairman shall designate a time and place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped, and on each ballot the same procedure shall be followed until one nominee shall have received a majority of all votes cast. Cumulative voting shall not be permitted.
- (8) In the event, during an administrative year, of a vacancy in the office of the Chairman, the Vice Chairman shall take over as Chairman. In the event, during an administrative year, of a vacancy in the office of the Vice Chairman, the Executive Board shall elect one of its members as Vice Chairman.
- (9) These guidelines, adopted by a vote of the majority of Chief Delegates, shall be subject to the approval by the Board of Trustees of Kiwanis International.
- (10) These guidelines may be amended by a two-thirds (2/3) vote of the delegates and delegates-at-large to any conference, provided that the proposed amendments have been distributed by the Secretary/Treasurer to the member clubs at least sixty (60) days prior to the convening of the conference. Any club or district may submit proposed amendments to the Secretary/Treasurer for distribution. Amendments shall be subject to approval by the Board of Trustees of Kiwanis International.

- (11) The "Roberts" Rule of Order shall be the parliamentary authority for all matters of procedure not specifically covered in these guidelines.

ASIA-PACIFIC CONFERENCE
DISTRICTS, COUNTRIES, AND AREAS

		No. of Active Clubs	Vote on Guidelines		<u>Abstained</u>
			<u>Yes</u>	<u>No</u>	
1.	<u>Australia (District)</u>	46	X		
2.	<u>Federated States of Micronesia</u>	1	X		
3.	<u>Guam</u>	2	X		
4.	<u>Hong Kong</u>	2		X	
5.	<u>India</u>	2		X	
6.	<u>Japan (District)</u>	12	X		
7.	<u>Korea (Provisional District)</u>	15	X		
8.	<u>Malaysia</u>	1(+2)		X	
9.	<u>New Zealand (District)</u>	64		X	
10.	<u>Philippine Luzon (District)</u>	99			X
11.	<u>Philippine South (District)</u>	87	X		
12.	<u>Republic of China (District)</u>	42	X		
13.	<u>Singapore</u>	1(+1)			X
14.	<u>Sri Lanka</u>	1	X		
15.	<u>Thailand</u>	1	X		

We received from the Pacific Northwest District a proposed amendment to their district bylaws with reference to a Committee on Sponsored Service Clubs for Women. The Board reviewed the amendment that was passed by the Pacific Northwest District at their October, 1984 meeting. The Board, at that time, turned down the amendment. (Attachment A).

In the amendments to be presented to their House of Delegates at their 1985 Spring Convention, this amendment is being again proposed with slightly different wording, i.e., the word separate becomes affiliated, as indicated in the attached copy of amendments passed by the district in May, 1983 and copy of proposed amendments to be presented to the district's delegates in May, 1985. (Attachment B & C).

(p. 2 of REPORT OF BOARD COMMITTEE ON PROGRAM SERVICES TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES, October 6-10, 1983)

-2-

The Pacific Northwest District adopted an amendment creating a new district committee to be known as the Committee on Sponsored Service Clubs for Women. It is the opinion of this Committee that this amendment (Exhibit B attached) is not in harmony with the objectives of Kiwanis International in that it appears to establish an independent service club. Further, the Committee believes that the Pacific Northwest District should be advised that in the best interest of Kiwanis International this amendment and their program should be brought into harmony with the new Kiwanianne program whose guidelines do provide for establishing a district committee of sorts in support of the Kiwanianne Program, in that each District Governor is called upon to appoint a Kiwanian to the position of District Kiwanianne Club Chairman.

Recommendation #2:

The Committee recommends that the amendment adopted by the Pacific Northwest District to its district bylaws creating a district Committee on Sponsored Service Clubs for Women as contained in Exhibit B of this report be disapproved and that the district be advised that this amendment should be brought into harmony with the Kiwanianne Program.

I move that Recommendation 2 be adopted.

(Adopted)

Administrative Resolutions

The Southwest District submitted a resolution urging the International Board to reexamine the "specified" structure of the Board to take into account a more proportionate share from various parts of the world (Exhibit C). The West Virginia District submitted a resolution involving three separate elements—namely the second visit of a Board Counselor to the District, reinstitution of the International Council Meeting for training purposes, and a more fair and impartial restructuring of the International Board (Exhibit D).

The Committee desires for the minutes of its meeting to reflect the acknowledgment of the receipt of these resolutions and the appreciation of the Committee for the thought expressed in them. These resolutions, especially those on reinstituting the International Council Meeting and the restructure of the International Board are matters which call for in-depth study because they involve complex issues which do not permit easy or obvious solutions. The Committee desires to retain each of the matters raised by these resolutions for further study. To that end, Committee members will be assigned a specific matter to be explored by the individual member between now and the next meeting of the Committee.

PROPOSED AMENDMENTS

to the Bylaws of the Pacific Northwest District
of Kiwanis International

Submitted to the Sixty-sixth Convention
Bellevue Washington, May 13-15, 1983

PROPOSED AMENDMENT NO. 1 TO THE DISTRICT BYLAWS

Submitted by the Kiwanis Club of Wenatchee

This amendment proposes to amend the Bylaws of the Pacific Northwest District to provide for the creation of an additional standing committee, as a vehicle through which a separate and parallel service club for women will be developed under the Pacific Northwest District umbrella of sponsorship and recognition.

Amend Article VIII, Section 21 by substituting a new section. Present Sections 21 and 22 shall be renumbered to become Sections 22 and 23. The listing of Standing Committees in Article VII, Section 1 shall be amended to include (u) Sponsored Clubs for Women.

Section 21. The Committee on Sponsored Service Clubs for Women shall study, devise and assist Kiwanis Clubs within the territorial confines of this District in the formation, promotion, organization and development of separate service clubs for women; members of which will consist of women of good character and whose objectives shall be compatible with those of Kiwanis International.

PROPOSED AMENDMENT NO. 2 TO THE DISTRICT BYLAWS

Submitted by the Committee on Laws and Regulations

This amendment proposes to amend the Bylaws of the Pacific Northwest District to provide that all candidates for the office of Governor-elect be presented to the delegate assembly at the District Convention. Now, only two names can be submitted, and that after an elimination vote by the Committee on Recommendations for Nominations when more than two candidates are seeking office. This amendment would eliminate this Committee, (which is made up of one representative from each division), as well as the need for division caucus at the convention.

Amend Article XII, Section 1, of the Bylaws of the Pacific Northwest District by deleting a portion of paragraph 2 and all of paragraph 3.

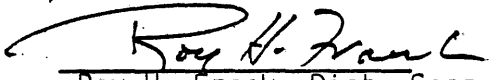
The Official program of the annual convention shall indicate the time and place for the election of officers, and such times and places shall be subject to change only in accordance with the rules of convention procedure.

delete Section 3

Delete Article XII, Section 4 (a), (b), (c), (d), (e), (f), (g), (i), (j)

IMPLEMENTATION OF THESE PROPOSED BYLAWS SUBJECT TO THE APPROVAL OF KIWANIS INTERNATIONAL

NOTE: THESE AMENDMENTS WERE PASSED
UNANIMOUSLY BY THE DELEGATES,
MAY 15, 1983.


Roy H. Frank, Dist. Secretary

PRESENT PROVISIONS ARTICLE XII NOMINATION AND ELECTION OF OFFICERS

Section 1. The election of officers, except the Lieutenant Governor, the Treasurer, and the Secretary, shall be held at the annual convention.

The Official program of the annual convention shall indicate the time for the district nominating conference and a later time for the election of officers, and the places for both, and such times and places shall be subject to change only in accordance with the rules of convention procedure.

The Committee on Recommendations for Nominations shall meet only when there are more than two candidates for any office.

Section 3. At times designated and announced by the District Governor and at places designated and announced by the respective Lieutenant Governors, all at the site of and prior to the time of the nominating conference at the annual district convention, there shall be held a divisional meeting for each division in the district. If the Lieutenant Governor of any division is absent from the convention, the place of meeting and presiding officer thereof for this division shall be designated by the Governor.

Section 4. (a) All delegates in attendance at the convention from clubs within a given division shall be eligible to attend the meeting for that division; one third (1/3) of such delegates shall constitute a quorum at such meeting; and a majority of such persons present at such meeting shall decide all choices and questions in such meeting.

(p. 2 of amendments being proposed for submission to Pacific Northwest House of Delegates at 1985 Spring Convention.)

PROPOSED AMENDMENTS -- Page 2

PROPOSED AMENDMENT #5 LIFE MEMBERSHIP

ADD Section 4, ARTICLE IV (MEMBERSHIP)

Section 4. (a) Any Kiwanian in good standing holding active or senior membership may be granted life member status on payment of a fee of one hundred fifty dollars (\$150.00) to the district in not more than three (3) annual installments. No life membership status shall become effective until said fee is paid in full.

(b) Upon a Kiwanian's attaining the status of life member, his club is thereby relieved of any further dues obligation to the district for that member. The member's financial obligations to his local club and Kiwanis International shall remain intact.

(c) Such life member status shall be in force during the time an individual holding it is a member of any affiliated Kiwanis club.

(d) The quota of life members available in any administrative year shall be under the control of the Board of Trustees, Pacific Northwest District.

(e) All life member status fees paid to the district shall be placed in restricted funds by the district treasurer. These funds will comprise a dedicated principal which cannot be used for operation of the district without a two-thirds (2/3) vote of the delegate body at a regularly scheduled convention of the district. The interest generated from these memberships shall become part of the budgeted income for each fiscal year.

PROPOSED AMENDMENT #6 COMMITTEE FOR SPONSORED WOMEN'S CLUBS

ADD Section 21 ARTICLE VIII (DUTIES OF STANDING COMMITTEES)

Section 21. The Committee on Sponsored Service Clubs for Women shall study, devise and assist Kiwanis Clubs within the territorial confines of this district in the formation, promotion, organization and development of affiliated service clubs for women; members of which will consist of women of good character and whose objectives shall be compatible with those of Kiwanis International.

Roy H. Frank, Secretary
PACIFIC NORTHWEST DISTRICT
OF KIWANIS INTERNATIONAL

PROPOSED AMENDMENT
OF PROCEDURE 805.1(b)

Any of the following are authorized signatures for all accounts except for the Pension Trust Account: President, Treasurer, Secretary, Director of Finance, or Assistant Secretary for Administration. The International Secretary may designate other assistant secretaries and/or fiscal agents to sign on specific accounts.

PRESENT PROVISIONS
OF PROCEDURE 805.1(b)

Any of the following are authorized signatures for all accounts except for the Pension Trust Account: President, Treasurer, Secretary, Director of Finance, or Assistant Secretary for Administration. The International Secretary may designate other assistant secretaries to sign on specific accounts.

PROPOSED AMENDMENT NO. 1
TO THE INTERNATIONAL BYLAWS

Article II.

II. Membership in Clubs

Section 1. Membership in a chartered club shall not be granted to anyone who holds membership (other than honorary) in any other chartered Kiwanis club or service club of like character. The active members of a chartered club shall represent a cross section of occupations in the community in which the chartered club is located. To promote this objective, the number of active members in any one classification shall not exceed twenty percent (20%) of the total active membership.

Section 2. Membership in a chartered club is limited to males over eighteen years of age who satisfy the qualifications for either active membership, privileged membership, senior membership, or honorary membership as follows:

Qualifications for Active Membership

- (1) An active member must be a male of good character and community standing who resides or has other community interests within the area of the chartered club.
- (2) An active member must be a male who is engaged in an occupation in a recognized line of business, vocation, agriculture, or institutional or professional life or who, having been so engaged, has retired.
- (3) An active member must pay a membership fee and annual membership dues and shall be entitled to all the privileges of a chartered club.

Qualifications for Privileged Membership

- (1) Any active member of a chartered club who, on or before July 31, 1963, shall have been elected a privileged member, may continue to be a privileged member.

PRESENT PROVISIONS
BYLAWS

ARTICLE II

II. Membership in Clubs

Section 1. Active Membership

- a. Any man possessing the qualifications prescribed in Article V, Section 4, of the Constitution of Kiwanis International may be elected to active membership in a chartered club.
- b. No man shall be eligible to membership in a club who holds membership (other than honorary) in any other Kiwanis club or other service club of like character.
- c. An active member of a chartered club shall pay a membership fee and annual membership dues, and shall be entitled to all privileges of the club.

Section 2. Privileged Membership.

- a. Any active member of a chartered club who, on or before July 31, 1963, shall have been elected a privileged member, may continue to be a privileged member.
- b. The board of directors of the club shall review the list of privileged members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such members' privileged membership, or to reinstate any such members as active members.
- c. Privileged members shall pay annual membership dues, and shall be entitled to all privileges of the club.
- d. No member of a chartered club shall be elected to privileged membership after July 31, 1963.

- (2) The board of directors of each chartered club shall review the list of privileged members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such members' privileged membership, or to reinstate any such members as active members.
- (3) Privileged members must pay annual membership dues, and shall be entitled to all privileges of the club.
- (4) No member of a chartered club shall be elected to privileged membership after July 31, 1963.

c. Qualifications for Senior Membership

- (1) Any active member of a chartered club who shall have been an active member in good standing of one or more Kiwanis clubs for a number of years, not less than ten (10), and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, and who shall have met such other conditions as may be prescribed by a chartered club in its bylaws, may be elected a senior member upon making written application.
- (2) A senior member must meet the standards of attendance and participation as set forth by a chartered club board of directors. A senior member must pay annual membership dues and shall be entitled to all privileges of the club.
- (3) The board of directors of each chartered club shall review the list of senior members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such members' senior membership, or to reinstate any such members as active members.

d. Qualifications for Honorary Membership

- (1) Any male who has performed some distinguished public service may be elected an honorary member of a chartered club (of which

Section 3. Senior Membership.

- a. Any active member of a chartered club who shall have been an active member in good standing of one or more Kiwanis clubs for such number of years, not less than ten (10), and who is unable to meet attendance requirements because of health, business or other extenuating circumstances and who shall have met such other conditions as may be prescribed by the club in its bylaws, may be elected a senior member upon making written application.
- b. A senior member shall meet the standards of attendance and participation as set forth by the club board of directors. A senior member shall pay annual membership dues and shall be entitled to all privileges of the club.
- c. The board of directors of the club shall review the list of senior members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such members' senior membership, or to reinstate any such members as active members.

Section 4. Honorary Membership.

- a. Any man who has performed some distinguished public service may be elected an honorary member of a Kiwanis club (of which he is not an active, privileged, or senior member) for a period of one (1) year and thereafter may be re-elected annually.
- b. An honorary member shall pay neither membership fee nor annual membership dues, and shall be entitled to all privileges of the club except those of voting and holding office.

he is not an active, privileged, or senior member) for a period of one (1) year and thereafter may be re-elected annually.

- (2) An honorary member shall pay neither membership fee nor annual membership dues, and shall be entitled to all privileges of the club except those of voting and holding office.

Section 3.

- a. Any Kiwanian in good standing holding active, privileged, or senior membership may be granted life member status on payment of a fee of one hundred fifty dollars (\$150.00) to Kiwanis International in not more than three (3) annual installments. No life member status shall become effective until said fee is paid in full.
- b. Upon a Kiwanian's attaining the status of life member, his club is thereby relieved of any further dues obligation to Kiwanis International for that member. The member's financial obligations to his local club and district, including his subscription to the Kiwanis magazine and the premium payable to defray the cost of the general Comprehensive Liability Insurance, shall remain intact.
- c. Such life member status shall be in force during the time an individual holding it is

a member of any affiliated Kiwanis club.

- d. The quota of life members available in any administrative year shall be under the control of the Board of Trustees of Kiwanis International.

Section 4. Privileged, senior, and honorary members shall not be obligated to attend club meetings except as provided in Article II, Section 2c (Qualifications for Senior Membership). Active members shall maintain regular attendance at club meetings and shall actively participate in the activities of a chartered club, and the board of directors of said club shall review semi-annually the attendance and activity participation record of each club member.

Section 5.

- a. Any Kiwanian in good standing holding active, privileged, or senior membership may be granted life member status on payment of a fee of one hundred fifty dollars (\$150.00) to Kiwanis International in not more than three (3) annual installments. No life member status shall become effective until said fee is paid in full.
- b. Upon a Kiwanian's attaining the status of life member, his club is thereby relieved of any further dues obligation to Kiwanis International for that member. The member's financial obligations to his local club and district, including his subscription to the Kiwanis magazine and the premium payable to defray the cost of the general Comprehensive Liability Insurance, shall remain intact.
- c. Such life member status shall be in force during the time an individual holding it is a member of any affiliated Kiwanis club.
- d. The quota of life members available in any administrative year shall be under the control of the Board of Trustees of Kiwanis International.

Section 6.

Privileged, senior, and honorary members shall not be obligated to attend club meetings except as provided in Article II, Section 3. Active members shall maintain regular attendance at club meetings and shall actively participate in the activities of a chartered club, and the board of directors of said club shall review semiannually the attendance and activity participation record of each club member.

Section 5. The election and discipline of active, privileged, senior, and honorary members in any chartered club shall be such as are authorized in the Standard Form for Club Bylaws.

Section 7.

The election and discipline of active, privileged, senior and honorary members in any chartered club shall be such as are authorized in the Standard Form for Club Bylaws.

ARTICLE IV

MEMBERSHIP OF CLUBS IN KIWANIS
INTERNATIONAL

Section 1. Membership in Kiwanis International is limited to clubs that have been accepted by the Board of Trustees and chartered in the manner provided in these Bylaws and that continue to comply with the Constitution of Kiwanis International and these Bylaws as adopted or amended.

Section 2. Each chartered club that continues to comply with the Constitution of Kiwanis International and these Bylaws is granted a revocable non-exclusive license to use the service marks and collective membership marks owned by Kiwanis International, including "KIWANIS", "K IN CIRCLE", "CIRCLE K", "K (INTERNATIONAL) IN CIRCLE", "KIWANIS INTERNATIONAL", "K. IN GLOBE (KIWANIS INTERNATIONAL)", and "KEY CLUB AND K IN CIRCLE" ("Kiwanis Marks"), in connection with its activities as a member of Kiwanis International. Kiwanis International has the exclusive right to control such usage of the Kiwanis Marks by a chartered club and to control the nature, quality, and uniformity of the services and membership of chartered clubs in connection with which the Kiwanis Marks are used.

- a. If a member chartered club fails to comply with any of the provisions of the Constitution of Kiwanis International or these Bylaws or fails to comply with the nature and quality of the services and membership required by Kiwanis International for the use of the Kiwanis Marks, including any requirement of Article II, Section 2 of these Bylaws, then the Board of Trustees shall give the last-reported president and secretary of such chartered club written notice, stating the nature and character of the non-compliance. The chartered club shall have sixty (60) days from the date of the
** receipt of the written notice to cure or correct the non-compliance and to provide

ARTICLE IV

IV. MEMBERSHIP IN KIWANIS INTERNATIONAL

Section 1. Any member club more than sixty (60) days in arrears for any indebtedness to Kiwanis International or for any annual dues to a district thereof shall be considered not in good standing, and may have its charter and membership herein suspended or revoked by action of the Board of Trustees; provided that notice of said indebtedness shall have been duly sent by registered mail by the Secretary of Kiwanis International to the last reported president and secretary of such club. The Board of Trustees may restore such club to membership in Kiwanis International upon the payment of its indebtedness.

Section 2. Chartered clubs may participate in lotteries, raffles, drawings, or other games of chance, provided they are not in contravention of the laws, mores, customs, and traditions of the country, of the state, or the province in which the clubs exist, and provided further that the District Board of Trustees or the governing authority of non-districted clubs shall have given prior approval for the utilization of lotteries, raffles, drawings, or other games of chance to be employed in fund raising activities. Such approval so granted does not constitute official endorsement of such activities by Kiwanis International. Nothing contained herein shall permit any chartered Kiwanis club by its activities to impugn the good name of Kiwanis. Should violations occur, appropriate disciplinary action may be taken in accordance with the Bylaws of Kiwanis International.

Section 3. Any member club that fails to conform to the Constitution or Bylaws of Kiwanis International or that fails otherwise to conform to the accepted standards for chartered clubs, may have its charter and membership herein suspended or revoked, or may be otherwise disciplined, by a two-thirds (2/3) vote of the entire Board of Trustees; provided that a copy of the charges with a notice of the hearing thereon

**The word "receipt" was changed to "mailing" at the Council meeting on January 11.

certification of compliance in writing to the Board of Trustees. If the non-compliance is not cured or corrected by the chartered club within the sixty (60) days, then the license to use the Kiwanis Marks shall be revoked immediately and automatically at the end of such sixty (60) day period without further notification from Kiwanis International. Such immediate and automatic revocation of the license to use the Kiwanis Marks shall not constitute automatic revocation or suspension of the charter or membership of the chartered club. Any such revocation or suspension of the charter or membership of the chartered club shall be done in accordance with Article IV, Section 4 of these Bylaws.

- b. The license to use the Kiwanis Marks is terminated immediately and automatically when any chartered club resigns or disaffiliates or when its charter is revoked or suspended for any reason.
- c. In the event the license granted to a chartered club to use the Kiwanis Marks is revoked or terminated, the chartered club and its members shall immediately cease the use of the Kiwanis Marks and any marks confusingly similar thereto. Failure to cease use immediately of the Kiwanis Marks or any mark confusingly similar thereto will result in immediate and irreparable harm to Kiwanis International for which there is no adequate remedy at law. Therefore, Kiwanis International shall be entitled to obtain temporary restraining orders and preliminary and permanent injunctions against such use.
- d. Any revoked license may be reinstated by a majority vote of the entire Board of Trustees. All decisions with respect to the revocation or reinstatement of a license to use the Kiwanis Marks shall be final.

shall have been sent by registered mail by the Secretary of Kiwanis International to the last reported president and secretary of the club thirty (30) days before the said hearing.

Section 4. If the Board of Trustees shall suspend or revoke the charter and membership of any chartered club or shall otherwise discipline any such club, the Secretary of Kiwanis International shall send, by registered mail within fifteen (15) days, a notice of such action to the last reported president and secretary of said club; and the club, within sixty (60) days from the date of mailing such notice, may file with the Secretary of Kiwanis International written notice of appeal, which shall be considered and decided at the next convention of Kiwanis International. Upon final determination of revocation of the charter, and if the club is incorporated, said corporation shall be dissolved in accordance with local statutes; or in the event the corporation is not dissolved within one hundred and twenty (120) days, Kiwanis International has the right to petition and obtain proper order of dissolution.

Section 5. Any member club may resign from the organization, provided that all financial and other obligations of such club to Kiwanis International shall have been fulfilled, that all annual dues to any district thereof shall have been paid and that, if incorporated, the corporation shall have been duly dissolved, and upon resolution of resignation adopted and approved by a three-fourths (3/4) vote of the active membership of such club, which resolution shall be certified by the club's secretary to Kiwanis International. Such resignation shall become effective when accepted by the Board of Trustees, and by such action the club surrenders all right to the use of the name, emblem, or other insignia of this organization. The Board of Trustees may, upon written application of such club, reinstate the club to membership in Kiwanis International.

- e. Applying for or maintaining membership in Kiwanis International by a chartered club constitutes a waiver of all separate or independent rights of such member chartered club in the Kiwanis Marks and acceptance of the terms and conditions under which the chartered club is licensed to use the Kiwanis Marks.

Section 3. Any member chartered club more than sixty (60) days in arrears for any indebtedness to Kiwanis International or for any annual dues to a district thereof shall be considered not in good standing, and may have its charter and membership herein suspended or revoked by action of the Board of Trustees; provided that notice of said indebtedness shall have been duly sent by registered mail by the Secretary of Kiwanis International to the last-reported president and secretary of such club. The Board of Trustees may restore such club to membership in Kiwanis International upon the payment of its indebtedness.

Section 4. Any member chartered club that fails to conform to the Constitution of Kiwanis International or these Bylaws or that fails otherwise to conform to the accepted standards for chartered clubs may have its charter and membership herein suspended or revoked, or may be otherwise disciplined, by a two-thirds (2/3) vote of the entire Board of Trustees; provided that a copy of the charges with a notice of the hearing thereon shall have been sent by registered mail by the Secretary of Kiwanis International to the last-reported president and secretary of the club thirty (30) days before the said hearing.

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at the next convention of Kiwanis International. Upon final determination of revocation of the charter, and if the club is incorporated, said corporation shall be dissolved in accordance with local statutes; or in the event the corporation is not dissolved within one hundred and twenty (120) days, Kiwanis International has the right to petition and obtain proper orders of dissolution.

Section 6. Any member chartered club may resign from Kiwanis International, provided that all financial and other obligations of such club to Kiwanis International shall have been fulfilled, that all annual dues to any district thereof shall have been paid and that, if incorporated, the corporation shall have been duly dissolved, and upon resolution of resignation adopted and approved by a three-fourths (3/4) vote of the active membership of such club, which resolution shall be certified by the club's secretary to Kiwanis International. Such resignation shall become effective when accepted by the Board of Trustees. The Board of Trustees may, upon written application of such club, reinstate the club to membership in Kiwanis International.

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PROPOSED AMENDMENT NO. 3
TO THE INTERNATIONAL BYLAWS

Article XI, Section 3(e)

XI. Nomination and Election of Officers

Section 3(e). It shall be the duty of the Secretary of Kiwanis International at the session of the House of Delegates prior to the meeting of the Conference on Nominations to announce to the convention the posting or publication, or both, of the complete list of the representatives to the conference called by the President.

PRESENT PROVISIONS
BYLAWS

Article XI, Section 3(e)

XI. Nomination and Election of Officer

Section 3(e). It shall be the duty of the Secretary of Kiwanis International at the second business session of the Annual Convention to announce to the convention the posting or publication, or both, of the complete list of the representatives to the conference called by the President.

REPORT OF BOARD COMMITTEE ON COMMUNICATIONS AND EDUCATION
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 6-10, 1985

Date of Committee Meetings: January 7-8, 1985

Place of Committee Meetings: General Office

Present: Members - Morton O. Alper, D.D.S. and W. J. "Wil" Blechman, M.D.
Chairman - Gene R. Overholt
Staff - Steven W. Baker, David L. Blackmer, Patrick A. Hatcher,
Larry J. Horney, Raymond G. Jeanes, Charles M. Jonak,
Christopher J. Rice, A. G. Terry Shaffer, David B.
Williams and Charlene M. Young

The Committee met with President-elect Donald E. Williams and staff in the General Office on December 14-16 to discuss the techniques, procedures and content for the 1985 Governors-elect Conference and to finalize details related to this forthcoming Council Meeting. In addition, some time was spent on leadership education and the Toronto Convention.

1. CONVENTION PLANNING CONFERENCE - Meeting held in Toronto, November 28, 1984

The Committee met in Toronto with staff and discussed the following convention items:

BUDGET - The Committee reviewed the convention budget and determined there were no major changes required with the move to Toronto.

REGISTRATION FEES - The rate of \$70 Kiwanian, \$25 Spouse/Guest (U.S.) will apply in Toronto. An attendance figure of 11,000 registrations will be used for budget purposes.

QUOTAS - The Committee reviewed and adjusted the district quota figures for Toronto and instructed staff to forward these figures on to the districts.

HOTEL RATES Hotel rates and district hotel assignments were reviewed by the committee and released for publication.

TORONTO TRANSIT COMMISSION (TTC) - The cost of the TTC passes (for subway and bus transportation) will be \$1.60 (Canadian) per person per day for the four days of the convention (Sunday through Wednesday). These passes will be provided with each paid registration and will be included in the registration packets. Our costs will be approximately \$5.00 (U.S.) per registrant. Children's tickets may be purchased at the convention centre on a per-ride or a four-day pass basis.

2. 1985 Toronto Convention

REGISTRATION MATERIALS - Registration materials for the 1985 Toronto convention are being added to the Council Registration packets and will be distributed at Council to all attendees. Each district

secretary will also receive 400 registration forms for distribution to their districts.

AIRLINES - Due to the convention being held in Canada, we are unable to provide the type of financial discounts that existed for the Phoenix convention. We are tentatively working with US Air, Air Canada, and Republic Airlines for the Toronto convention. We will furnish an 800 telephone number for each airline so that all districts can make arrangements directly for their flights and receive any complimentary tickets that might be available. Kiwanis International will also receive complimentary tickets from those airlines based on the number of fares sold to Kiwanians.

INTERNATIONAL BANQUET - The Committee discussed and decided to have an International Banquet at the Toronto Convention. A staff person is to be assigned as coordinator for the banquet. Tickets will be priced in order for the event to be self-supporting. Expenses will not be subsidized by Kiwanis International.

BLOOD DRIVE - A suggestion by the Toronto Convention Chairman to hold a Blood Drive during the Toronto Convention was discussed by the Committee. To offset potential legal problems or misunderstandings, the Committee has requested staff to obtain information on this event from the convention centre and to provide a statement to be signed by all donors indicating their understanding of any limitations imposed by the Canadian Red Cross. This event would be held in a location separate from the site of our usual BLOOD PRESSURE ("Save a Life") and CPR Training booths.

HANDICAPPED CHILDREN'S EXHIBITION - The Committee has requested staff to investigate the possibilities of having handicapped children on horseback in an outside exhibition during the Toronto convention. Staff will investigate the availability of the street immediately outside of the convention centre as well as the parking lot across the street. Costs and safety restrictions which may be required by the city of Toronto will be investigated. This information should be provided as soon as possible to provide enough time to present it to the Committee. The Committee decided to make the preliminary arrangements for this exhibition pending the approval by the city of Toronto.

The Committee discussed that, in the future, requests of this nature would be handled as typical service club project exhibits: an application should be filled out and returned with the \$25 fee required.

CONVENTION FORUMS - The Committee discussed the type and number of forums to be held at the Toronto Convention with staff. The forums as shown on (Exhibit A) were approved by the Committee. Staff personnel will be assigned soon.

1990 Convention Site

The Committee decided to wait until the May Board Meeting to select the 1990 convention site.

4. Convention Site Criteria

The Board Committee has decided to review the criteria for future convention cities and will report to the Board at the next Board Meeting.

5. Leadership Education

The Committee reviewed proposals received from eight management firms to implement a leadership education pilot project, to be conducted in three randomly selected areas of North America. Each project program is to be two days in length, and staff is charged with the on-site organization of the programs and encouraging attendance.

Of the eight firms submitting proposals, three firms were immediately eliminated from consideration because they were not willing to send representatives to meet with staff at the General Office. A fourth firm was also eliminated because it could not complete the project within the stated budget.

Two of the four remaining firms were eliminated because their proposals did not meet the criteria established for selection of a firm (See attached Exhibit B). The merits of the two firms still under consideration--Indiana University School of Continuing Studies and P. M. Haeger and Associates, Inc.--were then reviewed by the Committee.

In considering the merits of the two organizations, the Committee compared the broad educational background of the Indiana University School of Continuing Studies with P. M. Haeger's expertise in leadership education for volunteers (See attached Exhibit C). The Committee also took into consideration the recommendations of staff, based on its interviews with the two organizations.

Recommendation #1:

The Committee recommends that P. M. Haeger and Associates, Inc., be selected to conduct the leadership education pilot project for Kiwanis International, which was approved at the October 1984 Board meeting.

I move that recommendation 1 be adopted.

6. Governors-elect Conference

The Committee approved the final draft of the program for the Governors-elect Conference, to be held here in Indianapolis from April 11-14, 1985.

7. International Council Meeting

The Committee reviewed the program for Council and is confident that the schedule and content will prove to be a worthwhile experience for all in attendance.

A request has been made by the President to finance the attendance at Council of a fourth faculty member, which is not in compliance with the recommendation passed at the October Board Meeting.

The Committee discussed this request and decided to present it to the Board without recommendation.

8. KIWANIS MAGAZINE

Advertising

The Committee reviewed advertising revenue for the first three 1984-85 issues. Sales are 7.7 percent ahead of last year's revenue at this time. However, staff recommends a budget adjustment in annual advertising revenue from \$368,000 to \$335,000. This brings the budget more in line with anticipated income. The new figure does represent a 20 percent annual increase over the 1983-84 advertising revenue.

Editorial

The Committee reviewed recent magazine content and graphic changes. Of special interest were the November/December issue's cover story--"Refugees: A Global Search for Sanctuary"--and the January issue's special feature on Kiwanis' 70th Anniversary, as well as the magazine's more contemporary, "open" design.

The Committee also reviewed future editorial highlights, including four travel articles promoting the Toronto convention that will run from February to May, a two-part series on United States-Canadian cooperation on environmental and wildlife concerns set for April and May, and a special feature on the "westernization" of Red China in April, which will be written by renowned journalist Georgie Anne Geyer. Also, Lee Iacocca has agreed to write a 500 to 700 word article on the Statue of Liberty for the May issue.

The Committee also discussed Kiwanis magazine gift subscriptions as a means to increase circulation and thereby making the magazine more saleable to advertisers. Plans are underway to develop a subscription card that will be inserted in the magazine and included in a general mailing.

9. Word Processors for Magazine

The Committee reviewed the report on purchasing word processing equipment for Communications and approved in principle the purchase. The Committee asked for information which would include minimum equipment, a medium range system and a full system. The report, to be reviewed in April, will include prices, discounts and savings.

10. PUBLIC RELATIONS

Staff presented copies of the new "Handbook for Kiwanis Public Relations Chairmen" for the Committee's inspection. The Committee

believes that this revised and expanded handbook is an important tool to increase public relations at the club level and directed the staff to seek additional ways to assist the local clubs in achieving community recognition.

The Committee viewed three new public service announcements featuring US First Lady Nancy Reagan, comedian Mark Russell, and pianist Victor Borge. Staff reported that Mrs. Reagan's spot on school-age drug abuse has been approved for network broadcast by ABC and is under favorable consideration by CBS and NBC. A second printing of Nancy Reagan billboards is now being shipped to clubs, and a print ad featuring Mrs. Reagan's drug-abuse message has also been produced. During the past six months, Kiwanis public-service ads have appeared in more than four million copies of Time, Money, Sports Illustrated, and other major publications with a total advertising value of almost \$250,000.

The Committee reviewed a script outline for the new documentary on services available to clubs from the General Office. Taping will begin this week, and the production will be completed in time for presentation at the Toronto convention. Work has also begun on a revised and updated version of our television documentary "Volunteers In Action: Kiwanis Today," which continues to be broadcast by local stations. Both of these productions have been made possible by Kiwanis International Foundation grants.

The Committee next considered criteria and procedures to implement the Kiwanis World Service Medal program, which the Board adopted at the October meeting. (See Exhibit D)

Recommendation #2:

The Committee recommends that the International Board approve the criteria and procedures for the Kiwanis World Service Medal.

I move that Recommendation #2 be adopted.

There is insufficient time to announce and promote the Kiwanis World Service Medal program, prepare and distribute nomination materials to clubs, and complete a full selection and approval process before the Toronto convention. The Committee proposes that the Board select the first medal recipient this year as an example of the type of candidates clubs should nominate in the future.

The Kiwanis Club of Locarno, Switzerland, has nominated Dr. Giuseppe Maggi, an outstanding candidate in every way and an excellent model for future nominees.

Recommendation #3:

The Committee recommends that the Kiwanis World Service Medal program be initiated at the 1985 International Convention, and that the Board select Dr. Maggi as the first recipient.

I move that Recommendation #3 be adopted.

Respectfully submitted,

MORTON O. ALPER, D.D.S.
WILBUR J. BLECHMAN, M.D.
GENE R. OVERHOLT, Chairman

TENTATIVE FORUM SCHEDULE
INTERNATIONAL CONVENTION
JUNE 30-JULY 3, 1985
TORONTO CANADA

MONDAY

PRESIDENT-ELECT DON WANTS YOU! Men who will soon become club presidents can get an overview of the year ahead--the major events, deadlines, and challenges.

THE BIG PUSH--THE LAST 90 DAYS Current club presidents can learn about the important jobs they must complete before the administrative year ends.

NUTS AND BOLTS OF RETENTION There are ways to prevent the loss of one fifth of your club's members each year, and these ideas can be put into action immediately.

UPDATE FOR EXPERIENCED SECRETARIES A few rules have changed and we've discovered a couple of short-cuts. Staying informed can make your job easier this year.

LOOKING AT THE BOTTOM LINE Because only money from members goes into the administrative account, it may run dry before the end of the year--unless you institute some inside-the-club fund-raisers.

HELPING THE ULTIMATE UNDERPRIVILEGED CHILD How your club can help bring the Character Education Curriculum to your community.

AMENDMENTS AND RESOLUTIONS Learn the background and nuances of the amendments the delegates will vote on Tuesday morning and what it will mean to Kiwanis if the resolutions are passed on Wednesday morning.

HAVE A SEXY CLUB Members can keep the community aware of your club--and who belongs to it--by using supplies items with the club's name emblazoned on them.

TECHNIQUES ADMINISTRATIVES POUR LES CLUBS FRANCOPHONES Discussion en francais des difficultes a surmonter lors de l'introduction de Kiwanis dans une communaute francophone.

TECNICAS ADMINISTRATIVAS PARA LOS CLUBES DE HABLA ESPANOL Sesion, en espanol, sobre los retos involucrados en la induccion de Kiwanis en una comunidad de habla espanola.

TUESDAY

"GIVE ME SOME MEN!" There are many ways to draw new members into a club and keep them there. Learn about Membership Roundups, personal invitations, and more.

GROW YOUNG WITH YOUTH Learn the rewards of starting a sponsored youth club and meet the outstanding International Presidents of Circle K and Key Club.

WHEN FINGERS AREN'T ENOUGH Learn how to keep the service and administrative accounts separate, how to deal with the semi-annual billing, and what an IRS Form 990 is.

EXHIBIT A, p. 2

GETTING 'EM TO NOTICE Effective public relations involves keeping the newspapers, radio, and TV stations informed of your club's activities and plans. And it doesn't take a Dan Rather to do it.

TIPS FOR NEW SECRETARIES The responsibilities a secretary handles can seem imposing. Let an expert sort it all out for you and answer any questions you have.

EMPHASIS ON THE INTERNATIONAL There are many projects clubs can work on to improve international relations, from fund-raising to sharing expertise to letter writing.

GIVE 'EM A GOLD STAR Kiwanians appreciate recognition for the work they do both as a club and as individuals. Come learn about the many awards clubs can earn and the numerous ways to recognize individuals.

WHAT AM I GOING TO DO WITH ALL THAT MONEY? If your club raises large amounts of money or has a multi-year building project planned, see if forming a foundation would save you trouble in the long run.

INSURANCE ASSURANCE Learn how the Kiwanis club liability and medical insurance work.

WEDNESDAY

LET'S HAVE A BABY Techniques, timetables, and other tips on how to build a new club.

THE AGONY AND THE ECSTASY OF CLUB BULLETINS An effective club bulletin can do wonders for the spirit of a club, but putting one out every week is tough. Come trade ideas and pick up tips on improving your club's bulletin and meeting the weekly deadline.

SNEAK PREVIEW--THE 1985-86 MEP Come learn the service focus of next year's MEP and pick up copies of the new materials.

REALLY, REALLY BIG A discussion of how to keep the full membership active in a club of 80 or more.

JOIN SHERLOCK HOLMES Do a community analysis! Learn how award-winning clubs have conducted surveys to find the greatest service needs in their communities.

THINKING SMALL How to make a club with 30 members (or less) successful.

THE RAISING OF THE GREEN Every club needs a "touch o' the green" to fund its service activities. Come learn about some of the most successful fund-raisers.

IT AIN'T NECESSARILY SO Kiwanis education as a club program doesn't have to be boring . . . and it can clear up a number of misconceptions club members have.

BUILD FROM A GOOD FOUNDATION Discover the many projects the Kiwanis International Foundation has supported this year. It will give a whole new meaning to your contributions.

Please note that this is a tentative schedule. Some forums may not be offered in the format described here. A few may be rescheduled on a different day. For actual times and locations, consult the Official Program at the convention.

Board Committee on Communications and Education
Criteria for selection of a management firm to
conduct a leadership education pilot project for
Kiwanis International

1. Well established credentials in leadership development
2. Experience in training volunteers to be leaders
3. Demonstrated understanding of the purpose and goals of the pilot project
4. Willingness to be trained in Kiwanis organization and theory, and to work with Kiwanis International staff and members in presenting the program to project participants
5. Assist in the development of a database to be used in evaluating the outcome of the pilot project
6. Skill and resources necessary to develop the pilot project, which will belong solely to Kiwanis International, into a permanent program
7. Ability to complete the project within the budget requirements.

P. M. HAEGER AND ASSOCIATES, INC.

500 NORTH MICHIGAN AVE. • SUITE 1400 • CHICAGO, IL 60611 • 312-661-1700

ASSOCIATION MANAGEMENT

P R O P O S A LT OK I W A N I S I N T E R N A T I O N A L

First, let me underscore how much I appreciated our meeting on December 7. I received a much fuller picture of what the Kiwanis Board hopes to achieve from a long-term commitment to leadership development, which is a point to underscore. The pilot one-day program which you will be undertaking for club presidents should be considered a good, but small start to a longer, more extensive process of leadership development. As we have discovered, through our work with a number of organizations over the past ten years, leadership training is sequential and developmental--it builds on itself. By providing leadership training over a multi-year period, an organization can begin to create a strong set of leaders at the grass roots level who in turn build a even stronger, more dynamic board able to provide clear direction for the Kiwanis throughout the decades ahead.

After visiting Kiwanis International on December 7, I could see clearly huge potential for leadership development training within Kiwanis International. From the club president to lieutenant governor to governor to board member, you have a wealth of untapped leadership potential. As you so well stated, however, much needs to be done, and it will take time to accomplish this important goal. P.M. Haeger would be honored to work with Kiwanis International now, and in the future, or until such time as the organization is ready to build its own training staff (an eventual goal which we could help you achieve if you choose that route).

With the caveat that a one-day program can only test a few concepts, and that a true commitment after the three pilots is critical to the eventual success of any leadership development program, P.M. Haeger is very pleased to offer the following proposal for a

Page 2

one-day pilot program, tested in three sites to approximately 90 Kiwanis club presidents. We believe that the results of this program will lead to a training model, to be packaged in a cost effective manner, and delivered to the many thousands of club leaders throughout the U.S. We would like to be involved in this future effort and believe that our expertise in "packaging" leadership training will be critical to the success of the project.

Phase I - Design Phase:

The design phase is, of course, the most important part of the project. It is here that the Kiwanis staff, volunteer leaders, local club presidents, and P.M. Haeger staff will discuss the general direction and objectives of the program for leadership skill development. Critical here is the priority of skills which are needed by club presidents. The list you presented on December 7 (see Exhibit 1) is all inclusive--our task will be to narrow these options to a few key "learnable" skills for a one-day training session.

During the design phase, we will meet with key Kiwanians to learn in greater detail:

- Organizational goals and objectives
- Roles and responsibilities of club presidents
- Demands of volunteer roles
- Resources available to club presidents
- Expectations of club presidents' role in future, and most important--what you would like the results of the training session to be.

We would suggest that five or six club presidents, 2 staff members, and (perhaps) a Board member be formed to serve as the Leadership Advisory Committee. PMH staff could, as the program design phase continues, call upon these individuals as a resource.

The program design component includes three areas:

1. CONTENT (areas and skills to be covered) - Since this training session will take place prior to the club president's taking office, he will need to receive materials (the club president's packet) in advance, but may still be uncomfortable in his knowledge of the job. Therefore, we will need to design a section early on in the session to address the president's "nuts and bolts" concerns, and to position this training session as an added benefit to supplement his job as club president.
2. METHODOLOGY (lectures, cases, experiential) - An early topic for discussion will be the methods we would use to deliver the content. Getting the volunteers' input on how these different approaches would be viewed will be helpful. Also we need to assess the varying skill levels of club presidents and how we can meet a wide variety of their needs.
3. PROGRAM LEADERSHIP - The success of any developmental effort is highly dependent upon who leads it. The skills of the leaders are obviously important, but their credibility and ability to relate to the experiences of the audience also make a difference. We would want to spend time exploring the most appropriate mix of session leaders (members, consultants, staff, etc.). We have experience in training "non-trainers" to handle workshop facilitation with ease and impact. This method of training volunteers to be more qualified as workshop facilitators can also develop a new group of qualified and enthusiastic leaders.

There is also an important element to the planning and execution of such a one-day program--the key philosophy of P.M. Haeger. The volunteer leader of an association may have a range of skills in his business/professional role, but as a volunteer in a nonprofit organization, new factors enter the formula. The leader must become "facilitator," "communicator," "motivator," and "leader" of a varied group of people. All volunteers have different reasons for being involved in Kiwanis--or any service organization; all have different levels of motivation to act. The keys to leadership, therefore, are the communication style and ability of the leader, and his ability to motivate others. If the Advisory Committee agrees, the training program would emphasize these two elements of skill development. The result of the one-day program would be, we hope, to enhance the club president's role and success during his year as president in these two critical areas of leadership. Toward that end, Terry, please know that you would have our full commitment and our company's strong resources in leadership development.

BUDGET AND DESIGN PHASE:

Kiwanis Budget

Meet with a selected group of leaders in Indianapolis for design discussion.

<u>Phase I: Design of Program</u>	<u>Fee</u>	<u>Kiwanis Exp. (approx)</u>
Preparation days, Indianapolis meeting, post meeting design.	\$4,000.00	
Includes air and ground expenses for two PMH staff associates from Chicago to Indianapolis to Chicago-- billed to Kiwanis at coach rates.		\$400.00
Outcome: Initial design for program; pilot test of a few concepts (to be done with Leadership Advisory Committee)		

Page 5

Phase II - Leadership Training Session:

Preparation days, training scripts, material design, actual leadership of three pilots	<u>Fee</u> \$6,000.00
--	--------------------------

(Three pilots assumes 5 p.m. - 7 p.m. and
9 a.m. - 4 p.m. block)

Kiwanis
Expenses
(approx)

Based on travel billed at cost

\$2,200.00

- Airfare estimated for Tampa, FL (\$600), Boston, MA (\$530), Kansas City, KA (\$336) plus \$150 per day estimate for hotel and ground expenses

Kiwanis Site Cost

Materials (P.M. Haeger & Associates can reproduce or send originals to Kiwanis for your reproduction)

- | | |
|--|--------|
| - Materials for three pilots | |
| - Purchase of one instrument on communication system (100 people @ \$6 (estimate). | 600.00 |
| - Handouts for 100 people @ \$5 (with notebooks) | 500.00 |
| - Equipment rental @ \$100 per site (estimate for video and overhead) | 300.00 |

Miscellaneous

300.00

III - Pilot Program Assessment
and Recommendations:

Fee

Drawing on participant, leader and observer (Kiwanis staff) feedback, we would prepare a set of recommendations on any revision to the program design, plus a suggested plan for future training. If Kiwanis wishes, we would gladly submit a proposal to handle the creation of packaged training materials for more cost efficient delivery of training.	\$1,200.00
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\$11,200.00

\$4,300.00

EXHIBIT 1

I. PLANNING SKILLS

- A. Assess community needs and club resources
- B. Set and define achievable goals based on assessment
 - 1. Set goals for club
 - 2. Set personal goals as president
- C. Identify the abilities of members and assign appropriate leadership tasks

II. MANAGEMENT SKILLS

- A. Establish effective meeting guidelines
- B. Develop time management skills
- C. Maintain consistency and quality of meetings and projects

III. COMMUNICATION SKILLS

- A. Establish and maintain internal communication
 - 1. Officers
 - 2. Committee chairmen
 - 3. Board members
 - 4. Membership
- B. Establish and maintain external communication
 - 1. Other clubs
 - 2. Division
 - 3. District
 - 4. International

IV. LEADERSHIP SKILLS

- A. Delegate tasks to appropriate committees or individuals and monitor their performance

IV. LEADERSHIP SKILLS

- B. Display appreciation and initiate rewards
- C. Stimulate interest in club and Kiwanis activities
 - 1. Within the club
 - 2. Within the community
- D. Define specific goals for individual members and assist in their achievement
- E. Mediate internal conflict
- F. Inspire members to provide quality service
- G. Attract and maintain the interest of new members

P. M. HAEGER AND ASSOCIATES, INC.
500 NORTH MICHIGAN AVE. • SUITE 1400 • CHICAGO, IL 60611 • 312-661-1700
ASSOCIATION MANAGEMENT

PHYLLIS M. HAEGER

Phyllis M. Haeger is President of P.M. Haeger and Associates, Inc., one of the nation's largest professional association management firms. The Chicago-based firm has enjoyed rapid expansion since its inception in 1978. Its client roster includes the Association of Management Consultants, the National Association of Bank Women, Inc. (NABW), the International Association of Auditorium Managers (IAAM), the American Woman's Society of Certified Public Accountants (AWSCPA), the Committee of 200, the American Society of Colon and Rectal Surgeons (ASCRS), and other individual membership associations. Haeger and Associates also provides management services for several foundations.

Haeger serves as executive vice president of the 30,000-member National Association of Bank Women and as Secretary of the NABW Educational Foundation. She is actively involved in management education programs for women bankers. NABW, with a budget of over \$3 million, is the largest association managed by a professional management firm.

Before establishing her own company in 1978, Haeger spent more than twenty-three years with Smith, Bucklin & Associates, Inc., the largest firm in the association management field, where she worked with over 50 national associations and professional societies. She was executive vice president of Smith, Bucklin, a member of the firm's three-person executive committee, and a sizeable shareholder in the corporation.

Phyllis M. Haeger...page two

Haeger is widely recognized in the field of professional association management for her talents in long-range and strategic planning, professional development programs, and public affairs.

After earning a bachelor's degree from Lawrence University and a master's degree from Northwestern, Haeger became a researcher and then the Midwest editor for TIDE, a journal for the advertising profession. She was with Allied Public Relations, Inc. for a short time before joining Smith, Bucklin.

Haeger was a member of several champion women's barbershop quartets in the nationwide organization, Sweet Adelines, Inc. and directed a series of championship choruses. The management challenges of P.M. Haeger and Associates now leave little spare time for this hobby.

She does, however, find time for a number of organizations including the American Society of Association Executives, Executives' Club of Chicago, Chicago Network, Chicago Finance Exchange, the National Association of Woman Business Owners, The Committee of 200, and the Board of Governors of the Chicago Zoological Society. She is on the Board of the Institute of Association Management Companies, the trade association of firms like P.M. Haeger and Associates.

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ASSOCIATION MANAGEMENT

ANNE L. BRYANT

Anne L. Bryant is Vice President of P.M. Haeger and Director of the Education and Research Division.

Bryant's current research and educational work is in the area of leadership training in the volunteer and business sectors. She is a frequent speaker and writer on the topic of career development, leadership, and career pathing for women.

Bryant holds a bachelor's degree in English and Secondary Education from Simmons College and a doctorate in higher education from the University of Massachusetts at Amherst. Prior to joining P.M. Haeger, she was assistant to the academic dean at Springfield Technical Community College in Springfield, Massachusetts.

The Boston YWCA chose Bryant in 1976 as one the leading women in the field of education in the state of Massachusetts. She served on the board of trustees of Chatham Hall in Virginia from 1973-77 and has served on the Simmons College board of trustees since 1971. She is currently on the board of trustees of both the American Association for Higher Education (AAHE) and the Center for the Advancement of Experiential Learning (CAEL) and is a board member of the American Society of Association Executives (ASAE), serving as chair of the Education Section.

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ASSOCIATION MANAGEMENT

SANDRA L. COOK

Sandra L. Cook is a member of the Professional Education Division of P.M. Haeger and Associates, Inc., and serves as Director of Public Affairs for the National Association of Bank Women.

At P.M. Haeger, her primary responsibility is in serving the curriculum development needs of the National Association of Bank Women's Educational Foundation. In that capacity, she is responsible for the program design and consulting activities.

In addition to working with associations in the assessment of member professional development needs and the design of programs to meet those needs, she is involved in the development of leadership training programs for board members and other leaders in associations.

Prior to joining P.M. Haeger and Associates, Inc., Sandra was Director of Continuing Education at the University of Texas at San Antonio.

She has served as a consultant to profit and nonprofit organizations in the areas of management, organizational and leadership development.

Sandra completed her B.A. and M.S. degrees in Business Administration from Wichita State University, Wichita, Kansas. She has served on the faculties of Wichita State University, the University of Missouri at St. Louis, and the University of Texas at San Antonio as an instructor in Management and Organizational Behavior. She is a member of the Academy of Management, and on the Editorial Board of the Journal of Management.

ABOUT P.M. HAEGER & ASSOCIATES

P.M. Haeger & Associates is one of the largest association management firms in the country. The principals of the firm have a national reputation for providing creative management and top-flight business services to professional and trade associations. Among other unique aspects of the firm, P.M. Haeger & Associates serves the largest association of any of the professional association management firms, plus we are the only firm with staff dedicated to education and training. We are well experienced in researching and designing education programs for adult professionals. These range from Certification to degree programs, seminars, and individual study programs. In addition to these professional development services, the Education and Research Division addresses a most critical priority for all associations - training of their volunteer leaders. To that end, we have provided a myriad of training resources (workshops, manuals, packaged programs - video-based and print) for our full-management service clients and others (for whom we have done consulting work). For over 15 years, we have worked with leaders at the local, state, regional and national levels of leadership.

A particular highlight of our leadership training efforts is "Looking at Leadership" - a five-part, video-based workshop series we developed with a major grant from the Eli Lilly Endowment, and support from other foundations and corporations. This program has been adopted by a range of associations and other non-profit organizations.

In addition, P.M. Haeger was asked by the National Executive Service Corps (a New York based volunteer organization of retired corporate executives) to become a partner in bringing leadership training to over 150 cities during the coming years.

REFERENCES

Karen Thomson - Past President, National Association of Bank Women, Inc.
Senior Vice President
Midwest Commerce Banking Co.
P.O. Box 1686
Elkhart, IN 46515
219/294-6621

Marybeth Fidler Bernhardt - Vice President, National Association of
Bank Women, Inc.
Vice President & Manager/Commercial Lending
District of Columbia National Bank
1801 K Street, NW
Washington, DC 20006
202/955-8729

Clifford W. Wallace, CFE - President, International Association of
Auditorium Managers
Louisiana Superdome
Facility Management of Louisiana
Sugar Bowl Drive
New Orleans, Louisiana 70112
504/587-3663

Dr. Larzette G. Hale, CPA
Utah State University School of Accounting
UMC 35
Logan, Utah 84322
801/752-4030

L. Philip Ewald
Vice President & Secretary
National Executive Service Corps
622 3rd Ave.
New York, NY 10017
212/867-5010

C L I E N T L I S T

American Association of Diabetes Educators

American Woman's Society of Certified
Public Accountants

Committee of 200

International Association of Auditorium
Managers

IAAM Foundation

National Association of Bank Women, Inc.

NABW Educational Foundation

EXHIBIT D

Exhibit D of the report of the Board Committee on Communications and Education, "Criteria and Procedures for the Kiwanis World Service Medal," is now Exhibit #8 of the minutes.

CRITERIA AND PROCEDURES FOR THE KIWANIS WORLD SERVICE MEDAL

1. The Kiwanis World Service Medal is awarded for service that enhances the material and spiritual quality of life. The honored service must have benefited a significant number of people in a substantial way and be such as to provide an inspiring example to others. The service must be actual, not merely the espousal of a position or philosophy.
2. The medal will be awarded to no more than one recipient per annum. No award need be given if nominees are not judged to be of sufficient achievement to warrant this recognition. Formal presentation will be made at the Kiwanis International Convention.
3. The medal may be awarded to an individual or to an organization or agency when one person cannot be identified as the leading figure responsible for the honored service activity.
4. Recipients may be involved in the honored service activity as volunteers or may be exercising their professional skills to benefit others in ways that sacrifice personal gain and exemplify outstanding dedication beyond the ordinary requirements of employment or professional duty.
5. Candidates will be nominated by Kiwanis clubs. Past winners of the medal and appropriate service organizations or agencies may also be invited to suggest nominees with the endorsement of a Kiwanis club.
6. Recipients will be selected at the winter or spring Board meeting prior to each International Convention. The medal and a resolution will be presented at convention. Kiwanis International will then endorse the idea of the resolution in the form of publicity and support.
7. Transportation and related expenses for the winner to appear at convention will be paid from Kiwanis International operating funds. Within the limits of the available budget, the honoree's travel arrangements and accommodations will reflect the prestige of this Kiwanis recognition.

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

January 6-10, 1985

Dates of Committee Meeting: January 7-8, 1985

Place of Committee Meeting: General Office, Indianapolis, Indiana

Present: Member: John D. Morton, Sr.

Chairman: J. Donovan Jackson

Staff: Kenneth M. Ayers, Steven W. Baker, Raymond A. Jeanes,
George F. Langguth, Christopher J. Rice, A. G. Terry
Shaffer, James P. Tinsley, Charlene Young

Others: Stanley C. Fickle, M. Sue Michael, Attorneys-at-Law

PROGRAM DEVELOPMENT

Youth Exchange Program

The Committee reviewed plans to develop a youth exchange program in cooperation with the Youth for Understanding organization. This arrangement would permit Kiwanis to develop its own youth exchange program with immediate potential for exchanges involving clubs in many countries and utilize the administrative structure of YFU without cost to Kiwanis International. Staff will report to the Committee on further developments at the next Board meeting.

Character Education Curriculum

The Committee discussed new arrangements with the American Institute for Character Education. Staff is sending to AICE a draft of a service bulletin which tells a club how to educate its community about the Character Education Curriculum. When the bulletin is distributed, a new system of monitoring the program will be used. Staff will receive progress reports from the American Institute on each community where a Kiwanis club is involved. The monitoring will be transferred from Kiwanis International Foundation personnel to other General Office staff.

Worldwide Kiwanis Week Observance Kit

The Committee reviewed a new Observance Kit for Worldwide Kiwanis Week, which encourages cooperative activities among Kiwanis clubs in different countries. The materials in the kit are the first in the new format that was discussed last year. All new service bulletins will be written, designed, and printed in this format, and, in time, the current bulletins will be adapted to the new format or phased out. Copies of the new kit are being distributed to the Board today.

Cooperative Project with 4-H

The Committee noted that staff is developing a pilot cooperative program with the 4-H organization. The program encourages U.S. Kiwanis clubs to help send local 4-H'ers to a citizenship and government program in Washington, D.C. If the program is successful, it will be implemented in a number of other countries in which 4-H affiliate organizations and Kiwanis can cooperate.

Children's Miracle Network Telethon

The Committee reviewed involvement of Kiwanis districts in the Children's Miracle Network Telethon. After heavy participation by the clubs in the Missouri-Arkansas District two years ago, several districts supported the telethon last year. Also, at their training conference, the governors-elect were urged to appoint a special district chairman for the telethon. Today, 27 of the 30 district governors in the U.S. have appointed such a chairman.

YOUTH SERVICES

Review of Procedures for K-Family Conferences

At its October 1983 Board Meeting, the Kiwanis International Board of Trustees approved procedures for governing K-Family type conferences whose participants are solicited beyond the originating district's boundaries (see Exhibit A). The Committee believes these procedures have helped to bring direction to those persons creating and staging such conferences. However, the Committee is concerned that these procedures do not allow district involvement in the approval or denial process. Therefore, the Committee believes that Section 501 - K-Family Conference Guidelines pages N-3, N-4 be amended (as shown in Exhibit B, Section 1) to include district board action. Also, Section 4, dealing with input from both sponsored youth presidents should be amended as shown in Exhibit B. Also, the Committee believes Section 5, which prohibits Key Club and Circle K members from attending conferences which were not previously approved, is impractical and difficult to enforce and, therefore, should be amended as shown in Exhibit B to require Kiwanis International endorsement on all conference promotional material upon approval of said conference.

Recommendation #1:

The Committee recommends that Section 507 - K-Family Conference Guidelines, page N-3, N-4 be amended as shown in Exhibit B.

I move that Recommendation 1 be adopted.

CIRCLE K

Charter Revocation

A list of 130 Circle K clubs to be revoked was presented to the Committee by staff for review and action. The Committee was informed that these clubs were revoked by action of the Circle K International Board at their October Board Meeting.

Recommendation #2:

The Committee recommends that the action taken by the Circle K International Board to revoke the charters as listed in Exhibit C be approved.

I move that Recommendation 2 be adopted.

Cash Reserves

The Committee reviewed a Circle K International Board policy dealing with the handling of cash reserves. This policy was submitted to the Kiwanis International Board by the Circle K International Board of Officers and staff. It is the Committee's opinion that certain changes need to be made and, therefore, Circle K International Board Counselor, John D. Morton, will discuss these changes with the Circle K International Board at their meeting here at the General Office next week (January 15-19th). It is expected that the Circle K International Board will submit its recommendations to the Kiwanis International Board for approval at its May Board Meeting.

Kiwanis Sponsorship Obligations of Circle K

The Committee reviewed the current statistics of Circle K International dealing with membership dues and sponsorship fees. It found the sponsorship fees collected, thus far, to be ahead of this same time last year and that the membership dues which have been paid, are running approximately 40% ahead of last year's figure. The Committee believes this is a result of improved procedures set forth by last year's Circle K International Board. Although improvement is evident, the Committee believes this situation of Kiwanis clubs being delinquent must still be addressed. The Circle K International Board, at its meeting next week, will be discussing this subject again and looking at ways to improve the collection of membership dues and sponsorship fees. Staff will continue to monitor the statistical situation dealing with both sponsorship fees and membership dues and will keep the Committee informed.

Circle K Long-Range Planning Committee Update

The Long-Range Planning Committee on Circle K, chaired by Past President Johnny Roberts, met in October. The Committee set its agenda for the year which included the development of survey questionnaires. These survey questionnaires are currently being sent to the members, officers, and administrators of Circle K International. Kiwanis club presidents, faculty advisors and others are also included in the study. The information will then be compiled by the consultant, which was hired to advise the Committee. The Committee will reconvene in February to summarize, evaluate, and tabulate the data from the respective surveys. The Committee anticipates recommendations being available at the May Board Meeting.

Seattle Convention 1985

The Committee reviewed the current situation with regard to costs of the Circle K International Convention being held in Seattle this coming August. The Circle K President has expressed concern over these costs. The Committee met with the Conventions Department to review said costs as well as the convention hotel contract. It found the contents of these documents to be in order and will advise the Circle K International Board at its upcoming Board Meeting next week.

Circle K International Quarterly Report

The Committee reviewed the Circle K International Board Quarterly Report and would like to express its appreciation to Circle K International President Sue McClernon, the Circle K International Board of Officers, and staff for their fine efforts.

KEY CLUB

Amendment to Key Club Board Policies

The Committee then reviewed an amendment to Key Club International Board Policies as presented by the Key Club International Board. The proposed change is relative to policy #3.2 which currently reads:

"A suspended status Key Club must have at least 15 dues paying members before it can be reactivated and removed from the suspended status list. A membership list must accompany the dues payment."

The amended policy as passed by the Key Club Board reads as follows:

"A suspended status Key Club must have at least 15 dues paying members before it can be reactivated and removed from the suspended status list. In Key Clubs with less than forty members, no more than fifty percent of the club membership may be eligible for graduation in the school year of reactivation. In Key Clubs with forty or more members, no more than two-thirds of the club membership may be eligible for graduation in the school year of reactivation. A membership list must accompany the dues payment."

The Key Club International Board believes that the new addition to this policy will assure that reactivated Key Clubs have an appropriate number of underclassmen so that the club will have a viable membership after the initial year of reactivation. This policy will now be similar to the requirement that newly chartered Key Clubs have no more than 50% of its membership graduating in the school year of chartering.

As required, the Key Club International Board is asking that the Kiwanis International Board approve this revision. It is this Committee's opinion that this revision is necessary and in the best interest of the organization. Therefore, the Committee makes the following recommendation:

Recommendation #3

The Committee recommends that the request to approve the above-noted revision in Key Club Board Policy be approved.

I move that recommendation 3 be adopted.

Key Club International Board Travel

The Committee reviewed the travel reports of the Key Club Board members and found the travel noted in these reports to be within the established policies.

Review of the Equal Access Act

The Committee was informed that staff recently learned of Congressional legislation passed last summer entitled the Equal Access Act which is affecting the Key Club program and could possibly affect Builders Club as well.

In addition to staff, Stanley C. Fickle and M. Susan Michael of Barnes & Thornburg attended the meeting as legal counsel hired by Kiwanis to investigate Key Club's possible structure in this matter.

Briefly, the Act calls for schools to determine whether they wish to permit a "limited open forum" whereby students may meet to discuss and participate in non-curriculum related activities or if they wish to restrict the school's organizational policy to a "closed forum" wherein only curriculum-related activities may be conducted.

As a result of the Act, some school districts and local school boards are now making determinations as to whether or not Key Clubs may continue to meet at school facilities. Early indications are that Key Clubs may be excluded in school districts selecting a "closed forum" position. School boards are apparently having difficulty determining how the Key Club program relates to the school's curriculum. To date, six Key Clubs in one school district could possibly be affected.

The apparent reason for school boards electing to choose the closed forum is the fear of religious or splinter groups demanding equal access to the use of school facilities.

The long-range effect on Key Clubs and Builders Clubs hinges on local interpretations of the Act. The possibility exists that Key Clubs and Builders Clubs could be banned from schools across the United States, thereby jeopardizing the very existence of our sponsored youth programs.

At this point, staff and counsel are continuing to investigate Kiwanis' options as well as monitor the impact on our sponsored youth organizations. Staff will also be in contact with similiar youth organizations to see what, if any, steps they are taking or if the possibility exists for the formation of a coalition to address this problem through the proposal, drafting and sponsorship of corrective legislation. Possible legal action will also be investigated if deemed necessary for the continuation of our sponsored youth programs.

The Committee believes that the entire board should be fully apprised of all actions taken thus far; the text of the enacted legislation; and the various interpretations and arguments pertaining to the Equal Access Act. Therefore, the Committee has prepared, and will distribute to each board member at this time, copies of all documentation it has reviewed to date.

Respectfully submitted,

JOHN D. MORTON, SR.

J. DONOVAN JACKSON, Chairman

CURRENT PROCEDURE

The Kiwanis International Board of Trustees has expressed a concern regarding K-Family type conferences whose participants are solicited from beyond the originating district's boundaries. The Board has concluded that such conferences shall be required to have their program concepts approved by the Kiwanis International Board before they are established. The new Procedure which has been adopted is as follows:

Section 507 - K-Family Conference Guidelines

Page N-3, N-4

- (1) Any individual, group of individuals, club, division or district wishing to initiate a K-Family conference or seminar which attendance will be solicited of, or accepted from, Kiwanians, Key Clubbers or Circle K members from outside of the originating district's boundaries must first obtain approval from the Kiwanis International Board. Acceptance by the Kiwanis International Board of the concept and need for the conference shall give the sponsoring group the authority to conduct subsequent conferences provided that the program content for each conference is reviewed and approved by the Kiwanis International Board through the Director of Program Services in consultation with the chairman of the appropriate Board committee. Approval must be granted prior to distribution of promotional materials and/or registration forms by the conference organizers.
- (2) Individuals seeking conference approval must obtain an application form from the Director of Program Services.
- (3) Approval for any conference will be withdrawn at any time that it becomes apparent that the original concept of the conference has been modified in such a manner as to adversely affect the intent of the conference.
- (4) Any individual, group of individuals, club, division or district wishing to initiate a Key Club or Circle K conference or joint conference of both youth groups whereby attendance will be solicited of, and accepted from Key Clubbers or Circle K members from outside of the originating district's boundaries must first obtain approval of the respective International Boards of Trustees. The Key Club or Circle K International Boards will then submit their recommendation to the Kiwanis International Board for final approval. The procedures outlined in paragraph #1 for K-Family conferences apply to youth conferences as well and must be adhered to prior to the distribution of promotional materials and/or registration forms by the conference organizers.
- (5) Key Clubbers and Circle K members may not participate in conferences outside of the boundary limits of their home district, if these conferences have not been approved by the respective International youth Boards and the Kiwanis International Board of Trustees.

RECOMMENDED AMENDED PROCEDURE

The Kiwanis International Board of Trustees is concerned about K-Family type conferences whose participants are solicited from beyond the originating district's boundaries. The Board has concluded that such conferences shall be required to have their program concepts approved first by the Kiwanis District Board and then by the Kiwanis International Board of Trustees prior to their promotion. The new Procedure which has been adopted is as follows:

Section 507 - K-Family Conference Guidelines

Page N-3, N-4

- (1) Any individual, group of individuals, club, division or district wishing to initiate a K-Family conference or seminar which attendance will be solicited of, or accepted from, Kiwanians, Key Clubbers or Circle K members from outside of the originating district's boundaries must first obtain approval from the Kiwanis District Board in which the conference is being held. Following this approval, the District Governor will then submit the application form to the Assistant Secretary for Program Services at Kiwanis International. Acceptance by the Kiwanis District Board and the Kiwanis International Board of Trustees of the concept and need for the conference shall give the sponsoring group the authority to conduct subsequent conferences provided that the program content for each conference is reviewed and approved by both the Kiwanis District Board and the Kiwanis International Board of Trustees through the Assistant Secretary for Program Services in consultation with the chairman of the appropriate Board committee. Approval must be granted prior to distribution of promotional materials and/or registration forms by the conference organizers.
- (2) Individuals seeking conference approval must obtain an application form from the Assistant Secretary for Program Services at Kiwanis International.
- (3) Approval for any conferences will be withdrawn at any time that it becomes apparent that the original concept of the conference has been modified in such a manner as to adversely affect the intent of the conference.
- (4) Any individual, group of individuals, club, division or district wishing to initiate a Key Club or Circle K conference or joint conference of both youth groups whereby attendance will be solicited of, and accepted from Key Clubbers or Circle K members from outside of the originating district's boundaries must first obtain approval from the Kiwanis District Board in which the conference is being held. Following this approval, the District Governor will then submit the application form to the Assistant Secretary for Program Services at Kiwanis International. The Assistant Secretary for Program Services will then submit copies of the application to the respective presidents of Key Club and Circle K International for their input. The procedures outlined in paragraph #1 for K-Family conferences apply to youth conferences as well and must be adhered to prior to the distribution of promotional materials and/or registration forms by the conference organizers.

- (5) Conferences receiving the approval of the Kiwanis District Board and the Kiwanis International Board of Trustees shall carry this endorsement on all their promotional materials. Conferences not receiving the approval of the District Board or from Kiwanis International shall not promote their conference outside of the boundary limits of their home districts.
- (6) The Regional Conference Application Form is for one year only. A new application must be submitted each year.

REGIONAL CONFERENCE APPLICATION FORM

Complete and return this form to:

Assistant Secretary for Program Services
Kiwanis International
3636 Woodview Trace
Indianapolis, IN 46268-3196

Attach all materials requested and additional materials as necessary.

Name of proposed conference: _____

Dates to be held: _____

Has conference been held previously: ____ Yes ____ No

If "Yes", state when and where held and who participated. Attach agenda and conference materials used.

Briefly state the purpose of the conference proposed, listing long-term and immediate objectives. Attach a preliminary agenda.

List individuals and/or groups sponsoring the conference. Indicate to what degree each is involved.

_____ (Name)	_____ (Function)
_____	_____
_____	_____

How often will this conference be held? _____

Where will the conference be held? _____

Briefly describe the facilities (i.e. sleeping accommodations, dining areas, meeting rooms, etc.):

Who will be invited (i.e. Key Club members, Kiwanis District Governors, Sponsored Youth Boards of Officers, Kiwanians, etc.)? Indicate any restrictions on total number of participants from any given category.

State registration fee and services included in that fee.

Please attach a preliminary budget showing sources of income and anticipated receipts and expenditures.

What is the Theme of the Conference? _____

List proposed conference speakers and leaders:

How has the question of liability been resolved?

List any assistance desired from the International Office (i.e. promotional mailings, materials, etc.):

Contact person:

(Name)

(Address)

(City/State/Province)

(Business Phone)

Person submitting application:

(Name)

(Address)

(City/State/Province)

(Business Phone)

District Board Approval:

Governor's signature

Date

District Secretary

Date

Kiwanis International Approval:

Assistant Secretary for Program Services

Date

THIS APPLICATION IS FOR ONE YEAR ONLY. A NEW APPLICATION MUST BE SUBMITTED EACH YEAR.

OFFICE USE ONLY

Approved _____ Disapproved _____

Referred to: _____

Evaluated by: _____

MEMORANDUM

TO: CIRCLE K INTERNATIONAL BOARD, DISTRICT ADMINISTRATORS, DISTRICT GOVERNORS

FROM: DANIEL B. SMITH, ADMINISTRATOR, CIRCLE K INTERNATIONAL

RE: REVOKED CLUBS

DATE: DECEMBER 1, 1984

Attached please find the listing of all clubs who have been revoked by the Circle K International Board. These clubs have been taken from the records of the International Office and should also be removed on the district level. Any questions regarding any of the clubs listed should be brought to the attention of the International Office so that it may be presented to the International Board for any necessary action.

The attached clubs will be presented at the Kiwanis International Board Meeting in January for final approval and/or any questions or comments.

The attached listing of revoked clubs totals 130, leaving 683 active and/or non-meeting clubs in Circle K International.

THE LISTING OF THE CIRCLE K CLUBS REVOKED IS IN EXHIBIT #12 OF THE MINUTES.

RECOMMENDED AMENDED PROCEDURE

The Kiwanis International Board of Trustees is concerned about K-Family type conferences whose participants are solicited from beyond the originating district's boundaries. The Board has concluded that such conferences shall be required to have their program concepts approved first by the Kiwanis District Board and then by the Kiwanis International Board of Trustees prior to their promotion. The new Procedure which has been adopted is as follows:

Section 507 - K-Family Conference GuidelinesPage N-3, N-4

- (1) Any individual, group of individuals, club, division or district wishing to initiate a K-Family conference or seminar which attendance will be solicited of, or accepted from, Kiwanians, Key Clubbers or Circle K members from outside of the originating district's boundaries must first obtain approval from the Kiwanis District Board in which the conference is being held. Following this approval, the District Governor will then submit the application form to the Assistant Secretary for Program Services at Kiwanis International. Acceptance by the Kiwanis District Board and the Kiwanis International Board of Trustees of the concept and need for the conference shall give the sponsoring group the authority to conduct subsequent conferences provided that the program content for each conference is reviewed and approved by both the Kiwanis District Board and the Kiwanis International Board of Trustees through the Assistant Secretary for Program Services in consultation with the chairman of the appropriate Board committee. Approval must be granted prior to distribution of promotional materials and/or registration forms by the conference organizers.
- (2) Individuals seeking conference approval must obtain an application form from the Assistant Secretary for Program Services at Kiwanis International.
- (3) Approval for any conferences will be withdrawn at any time that it becomes apparent that the original concept of the conference has been modified in such a manner as to adversely affect the intent of the conference.
- (4) Any individual, group of individuals, club, division or district wishing to initiate a Key Club or Circle K conference or joint conference of both youth groups whereby attendance will be solicited of, and accepted from Key Clubbers or Circle K members from outside of the originating district's boundaries must first obtain approval from the Kiwanis District Board in which the conference is being held. Following this approval, the District Governor will then submit the application form to the Assistant Secretary for Program Services at Kiwanis International. The Assistant Secretary for Program Services will then submit copies of the application to the respective presidents of Key Club and Circle K International for their input. The procedures outlined in paragraph #1 for K-Family conferences apply to youth conferences as well and must be adhered to prior to the distribution of promotional materials and/or registration forms by the conference organizers.

- (5) Conferences receiving the approval of the Kiwanis District Board and the Kiwanis International Board of Trustees shall carry this endorsement on all their promotional materials. Conferences not receiving the approval of the District Board or from Kiwanis International shall not promote their conference outside of the boundary limits of their home districts.
- (6) The Regional Conference Application Form is for one year only. A new application must be submitted each year.

CLUBS REVOKED

EXHIBIT #12

ATCIRCLE K INTERNATIONAL BOARD MEETINGIndianapolis, IndianaOctober 12, 1984

(Clubs & Sponsors Listed)

DISTRICTCHARTER NO. & STATE CODEALABAMA

Jefferson Davis Junior College, Brewton, AL	71574-001
Mobile College, West Mobile, AL	70578-001
Samford University, Shades Valley, Birmingham, AL	70297-001
Snead State Junior College, Albertville, AL	71732-001

CALIFORNIA-NEVADA-HAWAII

California State University-Chico, Chico, CA	70933-004
Monterey Peninsula College, Monterey, CA	71238-004
Rio Hondo Junior College, East Whittier, CA	70820-004
University of California - Santa Cruz, Surf City, Santa Cruz, CA	71795-004
University of Southern California, University Park, Los Angeles, CA	70822-004

CAPITAL

George Washington University, Washington, D.C.	71055-008
Chesapeake College, Chester, VA	71759-045
New River Community College, Pulaski, VA	71865-045
Patrick Henry College, Martinsville, VA	70644-045
Salisbury State College, Salisbury, MD	71462-019

CAROLINAS

Beaufort County Technical Institute, Washington, N.C.	71305-032
Central Carolinas Technical Institute, Sanford, N.C.	71109-032
Coastal Carolina Community College-	71688-032
Forman University, Greenville, S.C.	71784-039
University of N.C.-Asheville, Asheville, N.C.	71698-032
University of S.C.-Union, Union, S.C.	71720-039
Western Piedmont Community College, Morgantown, N.C.	71517-032

EASTERN CANADA & CARRIBEAN

Saint Lawrence University, Cornwall, ON, Canada	71499-068
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FLORIDA

Hillsboro Community College-Tampa, Tampa Bay, FL	71602-009
Hillsboro Community College-Dale Mabry, Tampa Bay, FL	71859-009
Miami Dade New World Center, Miami, FL	71593-009
Rollins College, Central Florida, Seminole City, FL	71611-009
Stetson University, Deland, Sunrise, FL	71237-009
Tallahassee Community College, Tallahassee, FL	71775-009
University of West Florida, Eastern Pensacola, FL	71491-009

GEORGIA

Clayton Junior College, South Lake, Clayton, Co., GA	71822-010
Dalton Junior College, Dalton, GA	71605-010
Gainesville Junior College, Gainesville, GA	70805-010
Georgia State University, Atlanta, GA	70819-010
Kennesaw Junior College, Metro-Marietta, GA	71746-010
Morehouse College, Metro-Atlanta, GA	71753-010
West Georgia College, Carrollton, GA	70028-010

ILLINOIS-EASTERN IOWA

John A. Logan College, Carbondale, Early Risers, IL	71600-012
Northwestern University, Evanston, IL	71783-012

INDIANA

Butler University, North Indianapolis, IN	71458-013
Indiana State University, Terre Haute, IN	71234-013
Purdue N. Central College, La Porte, IN	71150-013
University of Evansville, Green River, Evansville, IN	71557-013

KANSAS

Bethany College, Lindsburg, KS	71466-015
Cooperating Winfield College, Winfield, KS	71307-015
Emporia State College, Hi-Noon, Emporia, KS	71379-015
Mid-America Nazarene College, Olathe, KS	70947-015
Pittsburg State University, Pittsburg, Sunflower, KS	71663-015

KENTUCKY-TENNESSEE

Berea College, Berea, KY	71464-016
Kentucky State University, Frankfort, KY	71677-016
Middle Tennessee State University, Murfreesboro, TN	70026-041
Sue Bennett Junior College, London, KY	71280-016
Virginia Intermont College, Bristol, TN	71640-041
Western Kentucky University, Bowling Green, KY	71532-016

LOUISIANA-MISSISSIPPI-W. TENNESSEE

Copiah-Lincoln Junior at Wesson, Brookhaven, MS	70956-023
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MICHIGAN

Central Michigan University, Mt. Pleasant, MI	71270-021
North Western Community College, Traverse City, MI	70612-021
University of Detroit, Highland Park, MI	71718-021
Muskegon Community College, Mona Shore, Muskegon, MI	71807-021

MINNESOTA-DAKOTAS

Dakota Wesleyan University, Mitchell, S.C.	71856-040
Hamline University, Midway St. Paul, MN	71529-022

MISSOURI-ARKANSAS

Central Missouri State University, Warrensburg, MO	71354-024
Southwest Baptist University, Boliva, MO	71806-024
University of Arkansas-Pine Bluff, Pine Bluff, AR	71544-003
Southwest Missouri State University, Downtown Springfield, MO	71360-024

MONTANA

College of Great Falls, Malstrom, MT	70911-025
Northern Montana College, Havre, MT	70311-025

NEBRASKA-IOWA

Iowa-Lakes Community College, Estherville, IA	71721-014
Marshalltown Community College, Marshalltown-Noon, IA	70868-014

NEW ENGLAND

Bowdoin College, Brunswick, ME	71789-018
Central Maine Vocational Technical Institute-Auburn, Lewiston, ME	71819-017
Lesley College, Cambridge, MA	71852-020
Mount Ida Junior College, Jamaica Plain, Forest Hills, MA	71804-020
Providence College, Providence, R.I.	71273-038
Tufts University, Somerville, MA	71796-020
University of Massachusetts-Amherst, Amherst, MA	71802-020

NEW JERSEY

Bergin Community College, Paramus, N.J.	71812-029
College of St. Elizabeth, Madison, N.J.	70665-029
Fairleigh Dickinson University-Madison, Morristown, N.J.	70881-029
Mercer County Community College-Kearns Campus, Trenton, N.J.	71894-029
Mercer County Community College-West Windsor, Princeton, W. Windsor, N.J.	71837-029
Saint Peter's College, Jersey City, N.J.	71145-029
Caldwell College, Caldwell, West Essex, N.J.	71191-029

NEW YORK

Brooklyn College, Gravesend, Brooklyn, N.Y.	71847-031
Hofstra University, Hempstead, N.Y.	71925-031
** Hudson Valley Community College, Troy, N.Y.	71880-031
Jamestown Community College, Falconer, N.Y.	71612-031
Nassau Community College, East Meadow, N.Y.	71924-031
Schenectady County Community College, Schenectady, N.Y.	71768-031

OHIO

Edison State Community College, Piqua, OH	71798-034
Ohio University-Lancaster Campus, Lancaster, OH	70922-034

PACIFIC NORTHWEST

Evergreen State College, Olympia, WA	71867-046
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PENNSYLVANIA

Bloomsburg University, Berwick & Bloomsburg, PA	70407-037
Gannon College, Erie, PA	71513-037
Kutztown University, Kinking Springs, PA	71662-037
Millersville University, North Lancaster, PA	71550-037
Mount Aloysius Junior College, Ebensburg, PA	71765-037
Penn. State Univ.-New Kensington, New Kensington, PA	71844-037
Penn. State Univ.-Ogontz, Glenside, Jenkinstown, PA	71641-037
Penn. State Univ.-Wilkes Barre, Dallas, PA	70535-037
Slippery Rock University, Grove City, PA	71435-037
Temple University, Philadelphia, PA	71813-037

ROCKY MOUNTAIN

Casper College, Casper WY	70151-049
University of Northern Colorado, Greeley, CO	71576-005
University of Wyoming, Laramie, WY	70484-049
U.S. Air Force Academy, Colorado Springs, CO	

SOUTHWEST

Pima Community College, Tucson, AZ	71461-002
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TEXAS-OKLAHOMA

Central Texas College-Killeen, Central Texas, TX	71815-042
Hardin Simmons University, Clyde & So. Abilene, TX	71735-042
Huston-Tillitson College, Greater E. Austin, TX	71831-042
Jacksonville Baptist College, Jacksonville, TX	71863-042
Lamar University, Beaumont, TX	71743-042
Lee College, Bayton, TX	71445-042
North Lake College, Irving, TX	71488-042
Pan American University-McAllen, Edinburg, TX	71897-042
Panhandle State University, Guymon, OK	70240-035
Phillips University, Enid, OK	71364-035
Schreiner College, Kerrville, TX	71744-042
South Plains College, Levelland, TX	71655-042
Southwestern University, Georgetown, TX	71712-042
Tarleton South University, Stephenville, TX	71414-042
Texarkana College, Texarkana, TX	70264-042
Texas Wesleyan University, West Side. Fort Worth, TX	71935-042
Tulsa University, Tulsa S.E., OK	71870-035
University of Houston @ Clear Lake City, Seabrook-Clear Lake, TX	71653-042
University of Texas-San Antonio, N.W. San Antonio, TX	71400-042

WEST VIRGINIA

Concord College, Princeton-Athens, W.VA	71522-047
Ohio Valley College, Parkersburg, W.VA	71858-047
University of Charleston, Charleston & W. Charleston, W.VA	71729-047
Wheeling College, Wheeling, W.VA	71659-047

WISCONSIN-UPPER MICHIGAN

Beloit College, Greater Beloit, WI	71896-048
Viterbo College. La Crosse-Noon, WI	71749-048

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

January 6-10, 1985

Date of Committee Meetings: January 8,9, 1985

Place of Committee Meetings: General Office

Present: Members - Avelino V. Tanjuakio, Kurt Konrad Huber, M.D.
Chairman - Arthur J. DeLorenzo
Staff - Speegle Berry, William A. Brown, Robert Saieg,
James L. Sheets

1. REVOCATION OF CHARTERS

A list of 43 clubs recommended for charter revocation by the various districts was presented. (Exhibit A.)

Recommendation #1:

The Committee recommends that the charters of the 43 clubs listed in (Exhibit A) of this report be revoked.

I move that Recommendation #1 be adopted.

2. DISTINGUISHED AWARD RECIPIENTS 1983-84

Due to the early date of the board meeting, the recommendation for Distinguished Lieutenant Governors and Club Presidents are not complete. They will be presented at the May board meeting.

Staff informed the Committee that no governor met the criteria for the 1983-84 Distinguished Governor Award. The Committee noted that a number of districts performed admirably during the 1983-84 Administrative Year, particularly in the areas of new club building and membership growth. Recognizing these efforts that made 1983-84 an excellent year in our expansion program, the Committee feels that a Presidential Citation should be presented personally by Immediate Past President Aubrey Irby at the 1985 Toronto Convention to each of these district governors.

The Philippine South District attained the highest percent of its new club building goal with 115.4%; the Georgia District attained the highest net membership growth with 552 members. The following twelve districts attained 50% of their new club building goal and were above the 2.1% membership growth average of Kiwanis International: Australia, Benelux-France-Monaco, Carolinas, Florida, Louisiana-Mississippi-West Tennessee, Minnesota-Dakotas, Missouri-Arkansas, Philippine Luzon, Republic of China, Southwest, Switzerland-Liechtenstein, Texas-Oklahoma.

Recommendation #2

The Committee recommends that the Board accept Immediate Past President Aubrey Irby's suggestion that governors which achieved excellence during 1983-84 shall receive a citation by the President of Kiwanis International at the 1985 Toronto convention and that the funds be allocated from budget item 20-140-02. These districts are:

AUSTRALIA
BENELUX-FRANCE-MONACO
CAROLINAS
FLORIDA
GEORGIA
LOUISIANA-MISSISSIPPI-WEST TENNESSEE
MINNESOTA-DAKOTAS
MISSOURI-ARKANSAS
PHILIPPINE LUZON
PHILIPPINE SOUTH
REPUBLIC OF CHINA
SOUTHWEST
SWITZERLAND-LIECHTENSTEIN
TEXAS-OKLAHOMA

I move that Recommendation #2 be adopted.

3. CRITERIA FOR DISTINGUISHED AWARDS 1985-86

After discussion of the Distinguished Award Program, it was the consensus of the Committee that a program of recognition should be continued at the club, division and district levels.

It was the feeling of the Committee that a program of recognition should be established at the club level first and that criteria for such a program should include service to the community, administration and membership growth. Upon further consideration, the Committee decided that there should be two recognition programs at the club level and that both the club president and club secretary should be recognized for their efforts. One program would establish a minimum level of performance; the other would recognize the club officers who had surpassed that level of performance.

The criteria for the "Club Officers Merit Award" (Exhibit B) establishes a level of performance which all club presidents and secretaries should be encouraged to obtain. The awards for this program would consist of (1) a banner patch; (2) a certificate of recognition for the club president; and (3) a certificate of recognition for the club secretary.

The criteria for the "Distinguished Club Officers Award" (Exhibit C) establishes an increase in the level of performance in the areas of service, administration and membership growth. The awards for this program would consist of (1) a banner patch; (2) a lapel pin for the club president; and (3) a lapel pin for the club secretary. It was also the consensus of the Committee that an appropriate award should be given to any Kiwanis club which is recognized with the Distinguished Club Officers Award for four (4) consecutive years.

The Committee then reviewed the criteria for the "Distinguished Lieutenant Governor Award" and the "Distinguished Governor Award" programs. It was the feeling of the Committee that the criteria for these programs should be mandatory. The criteria for the "Distinguished Lieutenant Governor Award" (Exhibit D) and the "Distinguished Governor Award" (Exhibit E) are attached to this report.

In the discussion of the Committee, it was emphasized that no nominations would be approved unless the district and/or Kiwanis International certifies that the criteria had been met.

Recommendation #3:

The Committee recommends the criteria for the Club Officers Merit Award (Exhibit B) as part of the 1985-86 awards program.

I move that Recommendation #3 be adopted.

Recommendation #4:

The Committee recommends the criteria for the Distinguished Club Officers Award (Exhibit C) as part of the 1985-86 awards program.

I move that Recommendation #4 be adopted.

Recommendation #5:

The Committee recommends the criteria for the Distinguished Lieutenant Governor Award (Exhibit D) as a part of the 1985-86 awards program.

I move that Recommendation #5 be adopted.

Recommendation #6:

The Committee recommends the criteria for the Distinguished Governor Award (Exhibit E) as part of the 1985-86 awards program.

I move that Recommendation #6 be adopted.

4. REQUESTS FOR ADDITIONAL FUNDS

President Ray Lansford wrote a personal letter to each club president encouraging him in his effort as club leader and requesting his assistance in membership growth. He anticipates honoring those presidents at the Toronto convention that lead their clubs to increase membership by at least 50% by June 1.

The cost of this program including preparation, mailing and awards will be approximately \$4,000. The project was not anticipated in the Membership Growth Promotion budget for 1984-85, therefore, an additional \$4,000 is requested.

Recommendation #7

The Committee recommends that \$4,000 be approved for the Membership Growth Promotion budget and this be referred to the Finance Committee for implementation.

I move the Recommendation #7 be adopted.

5. INFORMATIONAL ITEMS WERE PRESENTED TO THE COMMITTEE

The Committee is studying the feasibility of adopting club attendance requirements and a more stringent member classification system. Discussion will be held with governors and secretaries during Council and with governors-elect at their April training conference. The Committee will report their findings and make a recommendation at the May board meeting.

The Committee was pleased with the report of membership growth in 1983-84. It is their desire to continue this trend and even accelerate to higher levels.

Over the past several years, there would have been little growth in Kiwanis without new clubs. It is the concern of the committee that membership and retention in existing clubs is not keeping pace. Therefore, the Committee has instructed Staff to prepare a cost estimate of training the District Membership and Retention Chairmen in the International Office.

Additional membership statistics were presented to the Committee. They are attached as Exhibits F, G, H, I, and J.

Respectfully submitted,

Avelino V. Tanjuakio
Kurt Konrad Huber, M.D.
Arthur J. DeLorenzo, Chairman

EXHIBIT A

See Exhibit #14 of the Minutes of the January 6 and 9-10, 1985, Board meeting for the charters that were revoked at the Board meeting.

EXHIBIT B

See Exhibit #15 of the Minutes of the January 6 and 9-10, 1985, Board meeting for the Criteria for the Club Officers Merit Award.

EXHIBIT C

See Exhibit #16 of the Minutes of the January 6 and 9-10, 1985, Board meeting for the Criteria for the Distinguished Club Officers Award.

EXHIBIT D

See Exhibit #17 of the Minutes of the January 6 and 9-10, 1985, Board meeting for the Criteria for the Distinguished Lieutenant Governor Award.

EXHIBIT E

See Exhibit #18 of the Minutes of the January 6 and 9-10, 1985, Board meeting for the Criteria for the Distinguished Governor Award.

CERTIFIED MEMBERS

<u>Year</u>	<u>Certified Members</u>	<u>Gain or Loss</u>	<u>% Gain or Loss</u>
1984	304,865	6,001	2.00
1983	298,864	1,400	.47
1982	297,464	1,075	.36
1981	296,386	2,283	.77
1980	294,103	1,084	.37
1979	293,019	3,657	1.26
1978	289,362	7,614	2.70
1977	281,748	3,293	1.18
1976	278,455	6,335	2.32
1975	272,120	2,367	.87
1974	269,753	3,699	1.39
1973	266,054	491	(.18)
1972	266,545	5,383	2.06
1971	261,162	727	(.27)
1970	261,889	3,844	(1.44)
1969	265,733	593	.22
1968	265,140	1,098	.41
1967	264,041		

TOTAL MEMBERSHIP BROKEN DOWN BETWEEN NORTH AMERICA VS EXTENSION DISTRICTS1973-74 THROUGH 1983-84

<u>YEAR</u>	<u>NORTH AMERICA</u>	<u>EXTENSION DISTRICTS</u>	<u>TOTAL</u>
1973-74	259,137	10,616	269,753
1974-75	263,257	8,863	272,120
1975-76	268,254	10,201	278,455
1976-77	263,984	17,764	281,748
1977-78	269,121	20,241	289,362
1978-79	270,458	22,561	293,019
1979-80	271,679	22,424	294,103
1980-81	272,668	23,718	296,386
1981-82	270,292	27,172	297,464
1982-83	270,694	28,170	298,864
1983-84	274,856	30,009	304,865

Taken from Membership Summaries based on Certified Membership.

10 YEAR RECORD OF MEMBERSHIP GROWTH

<u>YEAR</u>	<u>NEW MEMBER ADDS</u>	<u>NET GROWTH</u>	<u>DELETIONS</u>	<u>DELETION % RATE</u>
1983-84	52,175	7,662	44,513	17.21%
1982-83	44,513	1,333	43,180	16.14%
1981-82	53,347	961	52,386	17.67%
1980-81	53,594	945	52,694	17.86%
1979-80	55,401	1,084	54,317	18.53%
1978-79	55,593	3,657	51,936	17.95%
1977-78	58,546	7,614	50,932	17.75%
1976-77	54,391	3,293	51,098	18.14%
1975-76	52,380	6,335	46,045	16.54%
1974-75	51,742	2,367	49,375	18.14%
AVERAGE	53,168	3,525	49,648	17.59%

REASONS GIVEN FOR DELETIONS*

<u>Reasons</u>	<u>Number Of Referrals Returned</u>	<u>Percentage</u>
a. Personal or family problems	149	2.91%
b. Business change or problem	600	35.63%
c. Health problems	137	8.14%
d. Dues and other costs	152	9.03%
e. Too much demand on time	255	15.14%
f. Club did not provide what I expected	125	7.42%
g. Was not offered leadership in club	20	1.19%
h. Joined another service club	38	2.26%
i. Transferred to another location	329	19.54%
j. Did not feel a part of the club	123	7.30%
k. Service program inadequate	33	1.96%
l. Meeting place undesirable	49	2.91%
m. Meeting at inconvenient time or place	324	19.24%
n. Plan to rejoin Kiwanis someday	422	25.05%
o. Have joined another Kiwanis club	90	5.34%
p. Please have a Kiwanis club contact me	70	4.16%
q. Other	-	-

Total Returned.....1,684

*Figures taken from Member Referral Forms(with instructions to please check as many as are applicable to your leaving) mailed out in early 1984 and returned to the General Office by March 14, 1984.

TEN YEAR SURVEY OF AVERAGE KIWANIS CLUB MEMBERSHIP

<u>YEAR</u>	<u>CLUBS REVOKED</u>	<u>NO. OF CLUBS</u>	<u>CLUBS ORG.</u>	<u>INCREASE NO. %</u>	<u>TOTAL MEMBERSHIP</u>	<u>NET NO.</u>	<u>INCREASE %</u>	<u>AVERAGE MEMBERSHIP</u>
1974-75	103	6,620	319	216 3.4%	281,768	2,802	1%	42.56
1975-76	128	6,891	399	271 4.0%	286,402	4,634	1.6%	41.56
1976-77	127	7,147	383	256 3.7%	290,062	3,060	1.3%	40.58
1977-78	165	7,420	438	273 3.8%	297,682	7,620	2.6%	40.12
1978-79	112	7,696	388	276 3.7%	302,046	4,364	1.4%	39.24
1979-80	318	7,767	389	71 0.9%	302,453	407	0.1%	38.94
1980-81	131	8,019	383	252 3.2%	303,408	955	0.3%	37.83
1981-82	156	8,165	302	146 1.8%	307,736	4,328	1.4%	37.68
1982-83	232	8,133	200	-32 -0.39%	309,183	1,447	0.46%	38.01
1983-84	228	8,216	311	83 1.01%	312,566	3,383	1.08%	38.04
TOTALS	1,700		3,512	1,812 29.20%		33,000	12.24%	

Statistics based on the September 30 Report of Clubs and Membership for each year. Membership figures include Active, Privileged, Senior and Honorary Members.

THE FOLLOWING CHARTERS WERE REVOKED
AT THE INTERNATIONAL BOARD MEETING
January 7-9, 1985

<u>CLUBS BY DISTRICT</u>	<u>KEY NO.</u>	<u>ORGANIZATION DATE</u>	<u>NOT MEETING DATE</u>	<u>OUTSTANDING ACCT'S RECEIVABLE</u>
<u>NEBRASKA-IOWA</u>				
Decorah, Iowa	10675	6-06-82	8-01-83	\$262.80
<u>NEW YORK</u>				
Bethpage, NY	10164	11-06-80	6-25-84	195.00
Brushton-Moira, NY	02205	2-25-38	2-25-83	-0-
Cooperstown, NY	09434	12-18-78	6-01-84	97.50
Hudson Falls-Fort Edward, NY	10613	2-10-82	2-25-83	-0-
South Huntington, NY	04813	6-13-57	8-25-83	147.85
<u>NEW ZEALAND</u>				
Cornwall, New Zealand	10397	6-23-81	8-01-83	172.50
Havelock North, New Zealand	09654	7-17-79	8-26-83	52.50
<u>PACIFIC NORTHWEST</u>				
Anchorage-Early Risers, AK	06999	6-07-72	11-30-83	76.65
Chugiak-Eagle River, AK	11010	9-28-83	11-11-84	434.70
Goldstream, Victoria, BC	06659	8-12-70	2-10-84	41.87
Salmo, BC	09816	12-12-79	11-30-83	87.60
<u>PENNSYLVANIA</u>				
Far Northeast, Philadelphia	08351	5-11-76	5-29-83	186.15
Golden K, Berks County, PA	09309	9-18-78	10-01-83	183.10
Jefferson-Audubon, PA	04161	3-25-54	10-01-83	98.55
Ligonier Valley, PA	10730	6-22-82	10-01-83	98.55
Monessen, PA	01337	2-12-25	8-11-83	197.10
Neshannock, New Castle, PA	07836	8-07-75	8-11-83	109.50
Park City, Lancaster, PA	10580	12-15-81	5-29-83	21.90
Penn Hills-Twilite, PA	07599	9-26-74	5-29-83	262.80
Saegertown Area, Saegertown	10562	11-11-81	5-29-83	197.10
<u>PHILIPPINE SOUTH</u>				
Abuyog	08876	4-02-77	10-01-83	352.50
Babak	09380	9-24-78	10-01-83	225.00
Bais City	08958	10-08-77	10-01-83	277.50
Capital Town	10393	6-11-81	10-01-83	405.00
Central Tacurong	10550	10-01-81	10-01-83	600.00
De Kutawato, Cotabato City	09647	7-15-79	10-01-83	645.00
Durian City	09317	8-25-78	10-01-83	375.00
Fort Pikit	10187	10-01-80	10-01-83	435.00
Grainvale, Compostela, Davao	10718	5-24-82	10-01-83	345.00
Iloilo City	07455	3-19-74	10-01-83	195.00
Isabel	10855	11-27-82	10-01-83	495.00
Isulan	09318	8-29-78	10-01-83	285.00
Maharlika, Cotabato City	10599	12-30-81	10-01-83	405.00
Mandug, Davao City	10274	2-22-81	10-01-83	375.00
Muya, Gingoog City	10013	7-15-80	10-01-83	232.50
Orchid City, Dipolog City	10454	8-15-81	10-01-83	232.50
Punta Blanca, Manukan	10625	1-24-82	10-01-83	435.00
Sagay-Fabrica	10778	8-28-82	10-01-83	487.50
Sarilikha-Maguindanao	10453	7-12-81	10-01-83	600.00

<u>CLUBS BY DISTRICT</u>	<u>KEY NO.</u>	<u>ORGANIZATION DATE</u>	<u>NOT MEETING DATE</u>	<u>OUTSTANDING ACCT'S RECEIVA</u>
<u>PHILIPPINE SOUTH CON'T</u>				
Sibulan	09025	12-21-77	10-01-83	\$240.00
Victorias, Negros Occidental	10696	3-28-82	10-01-83	660.00
<u>TEXAS-OKLAHOMA</u>				
West Amarillo, TX	02136	1-11-37	11-05-83	208.20

TOTAL: 43

CLUB OFFICERS MERIT AWARD

1. LIEUTENANT GOVERNOR'S TRAINING CONFERENCE FOR INCOMING CLUB OFFICERS: The incoming club president and secretary must attend the lieutenant governor's training conference or must arrange a meeting with the lieutenant governor for the prescribed training.
2. CLUB PRESIDENT'S TRAINING CONFERENCE FOR CLUB OFFICERS: The incoming president must provide prescribed education of club officers, directors and committee chairmen by October 15, 1985.
3. PREPARATION AND PLANNING: Before November 1, the club must complete its community analysis and membership survey, and adopt written budgets for club administration and service projects.
4. *SERVICES RENDERED BY THE CLUB: The club must complete two (2) service projects under each of the following Standing Committees---Community (Citizenship) Services, Spiritual Aims, and Youth Services, inclusive of at least one new service project, within the community or area where the club is located and report them on an Official Monthly Report.
5. YOUTH ORGANIZATION SPONSORSHIP: If the club sponsors a Key Club, Circle K club, Builders Club or similar youth organization, the club must properly fulfill its annual responsibilities of sponsorship and submit all required reports, and this must be properly reported on the Official Monthly Report.
6. MAJOR EMPHASIS PROGRAM: The club must participate in the current Major Emphasis Program and report such participation on the Official Monthly Report and Annual Club Report.
7. REPORTS: All reports must be filed with district and Kiwanis International on time:
Monthly Report - 10th of following month
Election Report - June 1
Annual Club Report - October 15
8. DIVISIONAL MEETING: The club must have at least two (2) officers in attendance at the Governor's official visit to the division.
9. DISTRICT CONVENTION: The club must have at least two (2) officers as delegates to the district convention.
10. MEMBERSHIP GROWTH: From October 1, 1985 through September 30, 1986, the club must attain a net growth of two (2) members based on the paid club membership as of October 1, 1985.
11. PERSONAL SPONSORSHIP: By the end of the administrative year, the president must have personally sponsored for membership two (2) new active members in his Kiwanis club.
12. DUES: All dues must be paid to the district and Kiwanis International within the bylaw time limit:
1st Half Semi-annual Dues - November 30
2nd Half Semi-Annual Dues - May 31

*"A Service Project is an activity consistent with the Objects, Objectives, and Policies of Kiwanis International, devised or planned by a Kiwanis club or a club committee and performed by members of the club for the benefit of others" and as here defined does not include service to others which consists solely of financial support.

1985-86

DISTINGUISHED CLUB OFFICERS AWARD

1. LIEUTENANT GOVERNOR'S TRAINING CONFERENCE FOR INCOMING CLUB OFFICERS: The incoming club president and secretary must attend the lieutenant governor's training conference or must arrange a meeting with the lieutenant governor for the prescribed training.
2. CLUB PRESIDENT'S TRAINING CONFERENCE FOR CLUB OFFICERS: The incoming president must provide prescribed education of club officers, directors and committee chairmen by October 15, 1985.
3. PREPARATION AND PLANNING: Before November 1, the club must complete its community analysis and membership survey, and adopt written budgets for club administration and service projects.
4. *SERVICES RENDERED BY THE CLUB: The club must complete twelve (12) service projects within the community or area where the club is located and report them on an Official Monthly Report. The club must report on at least two (2) service projects under each of the following Standing Committees---Community (Citizenship) Services, Spiritual Aims, and Youth Services, inclusive of at least one new service project.
5. YOUTH ORGANIZATION SPONSORSHIP: If the club sponsors a Key Club, Circle K club, Builders Club or similar youth organization, the club must properly fulfill its annual responsibilities of sponsorship and submit all required reports, and this must be properly reported on the Official Monthly Report.
6. MAJOR EMPHASIS PROGRAM: The club must participate in the current Major Emphasis Program and report such participation on the Official Monthly Report and Annual Club Report.
7. REPORTS: All reports must be filed with district and Kiwanis International on time:

Monthly Report - 10th of following month
Election Report - June 1
Annual Club Report - October 15
8. DIVISIONAL MEETING: The club must have at least two (2) officers in attendance at the Governor's official visit to the division.
9. DISTRICT CONVENTION: The club must have at least three (3) members (two must be officers) as delegates to the district convention.
10. INTERNATIONAL CONVENTION: The club must have at least one (1) member as a delegate to the International Convention if the club is located on the continent on which the convention is being held.

(OVER)

11. **MEMBERSHIP GROWTH:** From October 1, 1985 through September 30, 1986, the club must attain a net growth of five (5) members based on the paid club membership as of October 1, 1985.

OR

From October 1, 1985 through September 30, 1986, the club must attain a net gain of two (2) members in the club and sponsor a new Kiwanis club.

12. **PERSONAL SPONSORSHIP:** By the end of the administrative year, the president must have personally sponsored for membership two (2) new active members in his Kiwanis club.
13. **DUES:** All dues must be paid to the district and Kiwanis International within the bylaw time limit:

1st Half Semi-annual Dues - November 30

2nd Half Semi-annual Dues - May 31

*"A Service Project is an activity consistent with the Objects, Objectives, and Policies of Kiwanis International, devised or planned by a Kiwanis club or a club committee and performed by members of the club for the benefit of others" and as here defined does not include service to others which consists solely of financial support.

1985-86DISTINGUISHED LIEUTENANT GOVERNOR AWARD

1. **DIVISION LEADERSHIP TRAINING:** By October 15, 1985, the lieutenant governor must have provided, and reported, the prescribed training to all club officers at a divisional training conference or at prearranged meetings with club officers.
2. **CLUB CONTACT VISITS AND REPORTS:** The lieutenant governor must have completed all club contact visits by September 30, 1985, and have reported these visits by October 15, 1985.
3. **EVALUATION REPORTS:** The lieutenant governor must have mailed all Divisional Evaluation Reports on time:
 - 1st Quarter Report (Oct., Nov., Dec.) - January 31
 - 2nd Quarter Report (Jan., Feb., Mar.) - April 30
 - 3rd Quarter Report (Apr., May, June) - July 31
4. **CONVENTIONS AND MEETINGS:** The lieutenant governor must have been in attendance at the International Convention if the convention is held on the continent on which the lieutenant governor resides, all District Board Meetings, and the Official Visit of the Governor to his Division.
5. **PERSONAL SPONSORSHIP:** By the end of the administrative year, the lieutenant governor must have personally sponsored for membership at least three (3) new active members, including one in his own Kiwanis club.
6. **MAJOR EMPHASIS PROGRAM:** 80% of all clubs in the division must have participated in the current Major Emphasis Program as reported on the club's Official Monthly Reports and Annual Club Reports.
7. **CLUB REPORTS:** All reports of all clubs in division must have been filed with the district and Kiwanis International. The lieutenant governor must see that these reports are filed by the dates specified below (these dates are for the lieutenant governor ONLY):
 - Club Election Report - July 1
 - Annual Club Report - November 15
 - Official Monthly Report - November 30
8. **CLUB REPRESENTATION - DISTRICT CONVENTION:** A minimum of 80% of the clubs in the division must have been represented at the district convention.
9. **CLUB REPRESENTATION - INTERNATIONAL CONVENTION:** The division must have met its goal of clubs represented at the International Convention as established by the district governor, but not less than the proportionate share of the district goal.
10. **DUES:** All active clubs in division must have paid Kiwanis International and district dues. The lieutenant governor must see that these dues are paid by the dates specified below (these dates are for the lieutenant governor ONLY):
 - 1st Half Semi-Annual Dues - December 31
 - 2nd Half Semi-Annual Dues - June 30

(OVER)

11. MEMBERSHIP GROWTH: From October 1, 1985 through September 30, 1986, the division must have attained an average net gain of two (2) members in its active clubs based on the paid membership as of October 1, 1985.

OR

From October 1, 1985 through September 30, 1986, the division must have attained an average net gain of one (1) member in its active clubs and the organization of a new Kiwanis club.

1985-86DISTINGUISHED GOVERNOR AWARD

1. **LEADERSHIP TRAINING:** The governor must have provided, and properly reported, the prescribed training to all lieutenant governors and district chairmen at a Governor's Training Conference or by prearranged meetings with these individuals.
2. **OFFICIAL VISITS:** The governor must have completed at least one official visit to each division in his district.
3. **CONVENTIONS AND MEETINGS:** The governor must have been in attendance at the International Convention, District Convention, District Board Meetings, the Official Visit of the International President, and Key Club and Circle K District Conventions.
4. **PERSONAL SPONSORSHIP:** By the end of the administrative year, the governor must have personally sponsored at least three (3) new active members, including one in his own Kiwanis club.
5. **LIEUTENANT GOVERNOR VISITS AND REPORTS:** All reports of all lieutenant governors must have been filed with Kiwanis International and the district. The governor must see that these are filed by the dates specified below (these dates are for the governor ONLY):

Lieutenant Governor Training of Club Officers - December 1
Contact Reports - December 15
Evaluation Reports -
 1st Quarter Report (Oct., Nov., Dec.) - March 31
 2nd Quarter Report (Jan., Feb., Mar.) - June 30
 3rd Quarter Report (Apr., May, June) - September 30
6. **ANNUAL CLUB REPORT:** At least 90% of the clubs must have filed the Annual Club Report by December 31.
7. **OFFICIAL MONTHLY REPORTS:** 95% of all Official Monthly Reports must have been filed by clubs by December 31.
8. **CLUB ELECTION REPORTS:** 95% of all Club Election Reports must have been filed by August 1, 1986.
9. **MAJOR EMPHASIS PROGRAM:** 80% of all clubs must have participated in the current Major Emphasis Program as reported on the clubs' Official Monthly Reports and Annual Club Reports.
10. **INTERNATIONAL CONVENTION ATTENDANCE:** The total of attendance from the district at the International Convention must have equaled or exceeded the established quota.
11. **CLUB REPRESENTATION - INTERNATIONAL CONVENTION:** The number of clubs represented at the International Convention must have equaled or exceeded the established quota.

(OVER)

12. **CLUB REPRESENTATION - DISTRICT CONVENTION:** A minimum of 80% of the clubs must have been represented at the district convention.
13. **INTERNATIONAL DUES:** 95% of clubs must have paid Kiwanis International dues within the administrative year.
14. **MEMBERSHIP GROWTH:** From October 1, 1985 through September 30, 1986, the district must have attained a 2.5% net growth in membership, including members in new Kiwanis clubs, based upon the paid membership of October 1, 1984.

1984-85 Budget Reserves (as Revised)
in (\$000's)

The following changes were approved by the Board of Trustees at its meeting in January 1985.

	<u>Operating Fund</u>	<u>International Convention Fund</u>	<u>Capital Improvement Fund</u>	<u>General Liability Fund</u>	<u>Total All Funds</u>
1984-85 Budget- as revised October 1984	\$566	\$33	\$(7)	\$(40)	\$552
Changes approved by Board of Trustees-January 1985					
Communications & Education Magazine Advertising (Note 2) Kiwanis Service Medal	(6)				(6)
Member Services President's Membership Growth Letter	(4)				(4)
Finance Legal Services Special Committee-Accounting Procedures	(35) (4)				(35) (4)
1984-85 Budget-as revised	<u>\$517</u>	<u>\$33</u>	<u>\$(7)</u>	<u>\$(40)</u>	<u>\$503</u>

- Notes: 1. Capital expenditures of \$3,343 were authorized by the Board, and will be paid from fund investemnts.
2. Magazine advertising revenues are overestimated by \$33,000 and commission expense by \$6600. The budget has been adjusted by \$26,400 against contingencies, reducing the amount of budget contingency from \$48,700 to \$22,300.

REPORT OF THE BOARD COMMITTEE ON FINANCE
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
January 6-10, 1985

Date of Committee Meeting: January 9, 1985

Place of Committee Meeting: General Office

Present: Members - Frank J. DiNoto, Mark Arthur, Jr.
Anton J. "Tony" Kaiser

Chairman: - Noris A. Lusche

Staff: - William P. Berry, Ronald L. West

1. Review of Investment Procedures

The Committee reviewed the investment procedure currently being followed by staff, and in response to staff's request for more specific investment guidelines, considered a number of asset management programs offered by several companies and institutions.

Representatives of American Fletcher National Bank (AFNB) were invited to visit with the Committee to explain their investment counselling service and charges in detail. After AFNB's presentation the Committee concurred with staff's recommendation that we engage AFNB as Kiwanis International's investment counsellors and concluded that from safety and yield viewpoints, up to 50% of our funds available for long-term investment may be invested in 2-4 year high grade investments and the balance in high grade investments having maturities of less than two years, and a limit of \$500,000 should be imposed on investments in any one bank.

Recommendation #1:

The Committee recommends that staff be instructed that our interim U.S. investments are to be limited to U.S. Government obligations, U.S. Government agency obligations and certificates of deposit in and bankers acceptances from U.S. banks rated P-1 or P-2 by Moody's, A or better by Standard and Poors, A or B by Keefe, Bruyette & Woods or 1 to 3 by McCarthy & Chrisanti, and in financial institutions' daily interest accounts. Such funds may be invested in investments up to one year maturity, and no more than \$500,000.00 may be invested in any one bank.

I move Recommendation 1 be adopted.

2. BUDGET ADJUSTMENT FOR 1985 CONVENTION

Staff advised that non-recoverable expenses incurred in connection with the cancelled Detroit convention total less than \$10,000.00. The Committee was also informed that the estimated cost of the Toronto convention will be less than the costs would have been in Detroit, to the extent that even after reflecting the expenses incurred for Detroit, the Toronto convention will show a surplus. The Committee agreed that a charge against the Toronto convention should be made for the non-recoverable Detroit expenses.

3. LEGAL SERVICE FEES

Because of present and impending legal problems, the Board, at its last meeting, discussed the need for additional funds for the payment of legal fees incurred as a result of recent problems.

The Committee reviewed the present and impending legal questions and believe that an additional sum of \$35,000.00 should be transferred from the operating surplus for such purposes.

Recommendation #2:

The Committee recommends that an additional amount of \$35,000.00 be transferred from the Operating Surplus to 02-126-02 to cover the above legal fees.

I move that Recommendation 2 be adopted.

4. PRESIDENT'S SPECIAL MAILING

Upon recommendation of the Member Services Committee, this Board Committee approved the amount of \$4,000.00 for President Lansford's special membership growth promotional letter.

Recommendation #3:

The Committee recommends that the amount of \$4,000.00 be transferred from Operating Surplus to 06-158-02.

I move that Recommendation 3 be adopted.

5. CHRISTMAS DECORATIONS

The need to purchase permanent outside holiday decorations for the International office was perceived by the office Christmas Committee. Such decorations would be attractive and add to the festive atmosphere of the season.

Recommendation #4:

The Committee recommends that a capital expenditure of \$3,343.00 for such permanent decorations be approved.

I move that Recommendation 4 be adopted.

6. CONVENTION CHAIRMAN EXPENSES

Because the site of the 1985 Kiwanis International Convention was changed from Detroit to Toronto, President Raymond Lansford requested that Convention Chairman Ross Franklin be invited to Council at Kiwanis' expense, for the purpose of promoting the Toronto convention site.

Recommendation #5:

Committee recommends the approval of expenses to attend Council for Convention Chairman Ross Franklin, these expenses to be paid out of the Convention Promotion Expense.

I move that Recommendation 5 be adopted.

7. IRS AUDIT

The Internal Revenue Service performed a tax-compliance audit of Kiwanis International for the 1981-82 and 1982-83 fiscal years.

Staff reported that Kiwanis International is in compliance with the relevant Internal Revenue Code sections and has maintained its tax-exempt status.

8. ASSUMPTIONS FOR PRELIMINARY OPERATING BUDGET FOR 1985/86

A budget is an estimate of future revenues and expenses. It is a dollar expression of a plan for the future. The plan for 1985/86 needs formulation in terms of budget assumptions so that budget building can begin.

The assumptions for the 1985/86 Preliminary Operating Budget are:

A. Membership levels of Kiwanis

Total annual dues-paying members - 306,000
Number of new clubs formed - 300
Number of new members paying processing fees - 42,500

B. Program Services and levels

Sponsorship will continue for Circle K, Key Club; Support of the Kiwanis International Foundation will continue; and subsidies for Benelux-France-Monaco and EC&C Districts will continue.

Kiwanis International-European operations will continue at the same level.

The present number of Field Service Representatives will be retained.

International Council will be held in October.

Awards and leadership materials will be continued.

Regional Governor Conferences and a Secretaries Conference will be held.

C. Inflation Rate levels

Postage - Bulk, permit and first class - 5%
Postage - Second Class (magazine) - 5%
Utilities - 10%
Printing, outside - 6%
Travel - 5%
Wages - 5%
Interest rate for income - 8½%
General overall inflation rate - 5%

D. Other Budget Assumption Considerations

Surplus for the year cannot be less than \$400,000.00.
Budgeted expenses shall not be more than 5% of the 1984-85 projected actual expenses.

Recommendation #6:

The Committee recommends the approval of the assumptions for the 1985-86 preliminary operating budget.

I move Recommendation 6 be adopted.

9. RECONSIDERATION OF EXCHANGE RATE

At the October 1984 meeting, the Board referred to the Board Committees on Administration and International Extension and Finance, jointly, the reconsideration of the procedure for the exchange rates on International dues. At present, the exchange rate on the date of the semi-annual billing holds for 60 days.

The Committees met jointly, considered the matter, and agreed that the current policy is appropriate.

10. REQUEST FOR WAIVER OF INTERNATIONAL DUES

A resolution from the Kiwanis Club of Surigao City, Philippines was received by Kiwanis International requesting that Kiwanis International waive the dues of that club for the second half of the 1984-85 administrative year. The appeal was made because of damages and related hardships suffered by members of the club as a result of a typhoon which hit that city in September. (See Exhibit A.)

After considering the ramifications of granting the request and in view of the plea by President Lansford for clubs to consider sending aid to the victims of the typhoon, which the Committee believes to be an appropriate response, the Committee agreed that the requested waiver of dues should not be granted.

11. MAGAZINE ADVERTISING BUDGET ADJUSTMENTS

The Committee was advised that advertising revenues will not reach budgeted income and are now projected to be \$33,000.00 under the budgeted amount. However, commissions of \$6,600.00 will not be earned. Therefore, the Contingency Allowance should be reduced by \$26,400.00. Accordingly the budget should be adjusted.

Recommendation #7:

The Committee recommends that the 1984-85 Budget be adjusted as follows:

Department 91

907-01 reduced from \$368,000.00 to \$335,000.

Department 23

142-01 reduced from \$48,700.00 to \$22,300

Department 09

186-01 reduced from \$15,000.00 to \$12,950.00

186-02 reduced from \$10,000 to \$8,625.00

186-03 reduced from \$7,500.00 to \$6,475.00

186-04 reduced from \$10,000.00 to \$8,625.00

186-05 reduced from \$5,500.00 to \$4,725.00

I move Recommendation 7 be adopted.

12. CONCLUSION OF DEFERRED COMPENSATION

A retired former employee has a residual deferred compensation due him in January, 1985. This deferred compensation has been invested by Kiwanis International in two mutual funds - Steinroe Stock Fund and T. Rowe Price Growth Stock Fund. In order to redeem these remaining shares of the mutual funds, Board resolutions authorizing the redemptions are necessary:

Recommendation #8:

The Committee recommends, be it resolved that this Corporation redeem all shares of Steinroe Stock Fund, in the account of Kiwanis International Acct. #2, shareholder Account No. 249693151-6.

I move Recommendation 8 be adopted.

Recommendation #9:

The Committee recommends, be it resolved that this Corporation redeem all shares of T. Rowe Price Growth Stock Fund in the account of Kiwanis International Account #2, shareholder Account No. 792213-6.

I move Recommendation 9 be adopted.

13. TIMELY DISTRIBUTION OF FINANCIAL INFORMATION

The Finance Committee regrets that it did not receive the necessary financial statements and pertinent income and expense information, together with the audit report until the second and third days of our meeting, resulting in inadequate time for review by the Committee. In order that members of the Board Committees may receive financial statements and pertinent income and expense information in a timely manner, the Committee recommends the following procedure:

Recommendation #10:

Staff shall provide pertinent financial statements to appropriate Board members no later than the third week following the end of each month. This recommendation to be referred to the Administration and International Extension Committee for insertion as a Procedure in Kiwanis International Policies and Procedures.

I move Recommendation 10 be adopted.

14. SPECIAL COMMITTEE - FINANCIAL PROCEDURES

The Committee discussed the need to have specific financial and accounting procedures to establish an accrual accounting system with departmental costs. It will also permit a segregation of Key Club, Circle K and Kiwanis International Foundation income and expenses, and this is essential since each is a separate entity.

At the present time, interim financial statements are prepared on a cash rather than accrual basis. For meaningful financial reports, the accrual system is essential.

To expedite this essential need, the Committee recommends that a special committee be appointed and the budget be amended to allow \$4,000.00 as a cost for such committee.

Recommendation #11:

The Committee recommends that a special committee to develop financial and accounting procedures be appointed and the budget be amended to provide \$4,000.00 in 01-110-01.

I move Recommendation 11 be adopted.

15. KIWANIS WORLD SERVICE MEDAL

At the October meeting of the Board of Trustees it established a program entitled the Kiwanis World Service Medal and referred the matter to the Finance Committee for the necessary budgetary changes.

Recommendation #12:

The Committee recommends that the sum of \$6,000.00 be transferred from the operating surplus to a new line item for the Kiwanis World Service Medal.

I move Recommendation 12 be adopted.

Respectfully submitted,

MARK ARTHUR, JR.

FRANK J. DINOTO

ANTON J. "TONY" KAISER

NORIS A. LUSCHE, CHAIRMAN

REPORT OF THE COMMITTEE OF PAST PRESIDENTS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 13, 1985

Dates of Committee Meeting: January 11-12, 1985

Place of Committee Meeting: Indianapolis, Indiana

Present: Members - Reed C. Culp, Roy W. Davis, William M. Eagles, M.D.,
Merald Enstad, James M. Moler, Walter J. L. Ray, John
T. Roberts, Mark A. Smith, Jr., Hilmar L. "Bill" Solberg,
Charles A. "Nick" Swain, Merle H. Tucker, Robert F. Weber,
and O.E. "Pete" Peterson (Honorary Member)

Chairman - E. B. "Mac" McKittrick

Absent - Wes H. Bartlett, Donald T. Forsythe, Maurice Gladman,
Edward C. Keefe, Ted R. Osborn, Stanley E. Schneider,
Albert Tully, I. R. "Whitey" Witthuhn

Staff - Mark Frady, W. Thomas Nelson, Jr., Christopher J. Rice,
Robert E. Saieg, James L. Sheets, Ronald L. West, G. H.
"Gil" Zitzelsberger

The Chairman called the meeting to order and Pete Peterson gave the invocation. Absentees were noted. Bill Eagles thanked Committee members and others for their support during his recent health problems.

The minutes were approved for the meeting of the Past International Presidents held in June, 1984, at the Phoenix convention.

ITEMS DISCUSSED

Strategic Planning Program

Robert G. Sinn, International Trustee, discussed progress in strategic planning. Members of the Committee indicated several concerns. One concern was that a sufficient number of studies had been conducted in previous years, and the need now is for action. Second, if long-range planning is a continuing need, then provision should be made for a permanent planning group through a bylaw change.

Women in Kiwanis

The Committee learned that the issue of women in Kiwanis will be studied. Some members felt this was unproductive, considering the votes by delegates at recent international conventions. Others felt that it was only a matter of time before there would be a sufficient number of young members to overturn recent votes. It was noted that Kiwanis is not in harmony with Key Club and Circle K, which allow female members. Finally, some members argued vigorously that allowing women into Kiwanis would not increase total membership.

Plans for 1985-86

The Committee was interested to talk to President-elect Donald Williams about his plans for his year as President. Several members commented positively on his plans for an October Council Meeting. Some members also complimented President-elect Don on his plans for overseas travel for the President-elect and Treasurer during 1985-86. A few members indicated to Don a desire to function only in an advisory capacity if they become Counselors to International Committees during his year.

Amendments at Convention

The Committee discussed the possibility of having Board members speak for and against amendments before the delegates at the International Convention.

Criteria for Distinguished Awards

The Committee indicated its concern to Don Williams about the way criteria have changed for the Distinguished Governor awards and how the number of recipients has fluctuated.

Membership

The Committee discussed the decline of quality in members with International Secretary Gil Zitzelsberger. The Committee expressed interest in reinstituting the classification restrictions and territorial limits for clubs, perhaps slowly. Certain members expressed concern that (1) the quality of service be considered in establishing membership qualifications and (2) restriction of membership to businessmen and professionals would exclude some appropriate members.

The Committee's reaction was split on the proposal for part-time field service representatives from Assistant Secretary Jim Sheets. Some members saw great value in this, and Chairman Mac even noted that instituting a pre-organizational membership fee would help pay for this arrangement. A higher fee than \$10 was also suggested. Others noted that Rotary International builds clubs without any field staff.

Committee members also noted that accenting the enjoyment and fellowship of club meetings--and telling how to ensure this--is important to recruiting and holding members.

Council

Committee members expressed concern about plans to present an amendment at the next International Convention to, in some way, eliminate the Past Presidents Committee meeting from any Council sessions not held at the International Convention. The Committee expressed hope that Board members or governors who oppose this amendment will speak out.

Council Expenses

The Committee indicated a concern that the expenses of wives of Board members were not paid for their attending Council. Committee members appreciated the Board's concern for limiting expenses and felt it is quite appropriate for the expenses of other wives to not be paid. A few members of the Committee even indicated that they would understand if their own expenses were not paid.

Recommendation #1:

The Committee recommends that the expenses of wives of International Board members for attending Council be paid by Kiwanis International.

Kiwanis International Foundation

Foundation Administrator Mark Frady described the current position of the Foundation and defended its administrative and promotional expenses. Great concern was expressed about letters sent out last year requesting free rooms for K.I.F. Board members attending district conventions.

Recommendation #2

The Committee recommends that the Kiwanis International Board oppose the sending of K.I.F. Board members to district conventions at Foundation expense.

Other Items

The Committee also learned about progress on the computer conversion, creation of non-districted divisions, the new Manager of the Supplies Department, the budget allocation for staff training, and non-competitive staff salaries, from Trustee Bob Sinn.

Secretary Gil discussed the quality of the staff, causes for turnovers, and the expected budgetary surplus. Assistant Secretary Jim Sheets and Member Services Manager Bob Saieg talked about new printed materials and marketing of older materials on growth and retention.

The excellent financial condition of Kiwanis International and the system for investments of surpluses was presented by Treasurer Frank DiNoto.

President Ray reported on the Republic of China District, KET tapes, the challenges facing Kiwanis as an international organization, and protecting the integrity of Kiwanis through trademark law.

REPORT OF THE KIWANIS INTERNATIONAL FOUNDATION

to the

BOARD OF TRUSTEES, KIWANIS INTERNATIONAL

JANUARY 13, 1985, INDIANAPOLIS, INDIANA

Since the last report of the Foundation to the Board of Trustees of Kiwanis International, the Foundation Board has met twice, once on October 26-27, 1984, and the other on January 9-10, 1985. At those two meetings, eight nominations for the Robert P. Connelly Medal were approved, three Kiwanis International Foundation Medal of Valor awards were approved, and the following grants were approved:

KIWANIS INTERNATIONAL

\$ 16,300 for the development and production of support materials for the 1985-86 Major Emphasis Program
 28,500 for the development of a Major Emphasis Program audiovisual
 28,000 for an updated version of "Volunteers in Action"
 34,000 for leadership training material
 1,800 for Builders Club materials
 1,000 for Philippine field projectors
\$109,600 Total (a 114% increase over the previous year)

CIRCLE K INTERNATIONAL

\$ 16,500 for the 1985-87 Theme and Emphasis audiovisual
 12,000 for the 1985 Leadership Training Conference
 10,000 for Regional Training Conferences
 3,000 for Faculty Advisor's manuals
 2,500 for materials commemorating the 30th Anniversary of Circle K
\$ 44,000 Total (a 27% increase over the previous year)

KEY CLUB INTERNATIONAL

\$ 14,400 for the Freedoms Foundation Seminar
 11,000 for Regional Training Conferences
\$ 25,400 Total (a 46% decrease over the previous year - due mainly to the fact that Key Club International is now producing a Theme and Emphasis audiovisual every two years, instead of every year)

OTHERS

\$ 77,387 to the American Hearing Research Foundation
 40,000 to the Hugh O'Brian Youth Foundation
 40,000 to Character Education
 26,040 to a Pediatric Trauma Conference
 20,000 to the Philippine General Hospital
 13,700 to Courage HANDI-HAM System
 7,500 to Freedoms Foundation
\$ 224,627 Total (an 82% increase over the previous year)

With all of these grants, plus several restricted grants, the KIF plans to expend over \$582,000 for service projects this year, which translates out to 53% of its budget. Last year, \$455,322 was expended on grants which was 44% of the total income.

Concerning administrative and promotional expenses, I compare for you last year's results versus this year's budget:

1983-84 Expenses

1984-85 Budget

\$102,196 (10% of income)	ADMINISTRATIVE	\$136,000 (12%)
\$221,340 (21% of income)	PROMOTIONAL	\$168,000 (15%)

The Foundation Board is constantly aware of its need to reduce the Foundation's administrative and promotional expenses and has concentrated efforts to accomplish just this. But it "takes money to make money". As the number of annual donors continues to significantly increase, however, it will take less money to operate and promote the Foundation. The Board anticipates that the administrative and promotional expenses together will decrease to as low as 15% by the year 1990.

Now, as to the current financial picture, as depicted in the December 31, 1984, financial statement, we show assets of \$1,293,205, total income of \$226,824, total administrative expenses of \$33,569, and total promotion expenses of \$29,327.

Since October the Foundation Board has again authorized the promotion of the Annual Birthday Campaign for 1984-85 and has seen dramatic results (\$56,968 income versus \$26,788 at this same time last administrative year), authorized the purchase of a mini-computer with the assistance of Don Collins, and undertaken a U.S. wide solicitation of all Kiwanians. The results of that mailing thus far, after having been sent out at the beginning of December, is over \$80,000 income. We will mail a follow-up to this mailing in late January, which we anticipate will bring the total income from the two mailings between \$160,000 to \$200,000.

As a final item, I would like to mention that the Foundation Board has developed further plans for the solicitation of George F. Hixson Fellows and is anticipating an even greater response than last year. Part of the promotion will incorporate the recognition of those who contribute greatly to the success of the program for 1984-85. This is an award that cannot be purchased. It can only be earned and will be awarded with discretion.

On behalf of President Maury, who, as you know, could not be here today to make this report to you, and on behalf of the entire Foundation Board, I would like to take this time to thank each and every member of the Kiwanis Board for their support, particularly their generosity and leadership in the Hixson program. It was your display of confidence that led the way to the success of that program. The Foundation has come a long way in 45 years - a long way since 1970, when its assets were \$146,000 and income \$94,000 - but I assure you that the Foundation Board is not content with its current standing and will strive to do even a bigger and better things than ever before.

Respectfully submitted,

Ralph C. Keyes, Immediate Past President

for

Maurice Gladman, President