

I N D E X

SUMMARY OF MINUTES

MEETING OF THE BOARD OF TRUSTEES

January 27-February 1, 1983

	<u>Summary Page</u>	<u>Exhibit Number</u>
Message of the President	1	1
Message of the President-elect	1	2
Report of the Secretary	1	3
Approval of Summaries of Minutes of Board Meetings		
September 29-October 5, 1982	1	-
Approval of General Office Administrative Action	2	-
Reports of Board Committees:		
Communications and Education	2	4
Member Services	2	5
Program Services	4	6
Report of Treasurer	8	7
Report of Committee on Finance and Administration	8	8
Other Business	10	-

MEETING OF THE KIWANIS INTERNATIONAL FOUNDATION

January 26 and 27, 1983

	<u>Page</u>
Report of the President	1
Grants Approved	4
Report of the Development Committee	5

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

January 27-February 1, 1983

A meeting of the Board of Trustees of Kiwanis International was held at the General Office in Indianapolis, Indiana, on January 27-February 1, 1983. Those present: John T. Roberts, President; Aubrey E. Irby, President-elect; E. B. "Mac" McKittrick, Immediate Past President; James B. Richard and Donald E. Williams, Vice-Presidents; Raymond W. Lansford, Treasurer; Raymond B. Allen, Mark Arthur, Jr., Arthur J. DeLorenzo, Frank J. DiNoto, Jean Ed. Friedrich, Harris G. Hunter, J. Donovan Jackson, Anton J. "Tony" Kaiser, Noris A. Lusche, Henry L. "Les" Myers, Jr., Gene R. Overholt, Robert G. Sinn, Trustees. Also present: J. William Kleindorfer, Secretary; Fay H. McDonald, Assistant to Secretary; Leslie M. Atwood, Assistant Secretary for Administrative Services; Robert M. Detloff, Assistant Secretary for International Extension; Nick G. Geannopulos, Assistant Secretary for Communications; Terry Shaffer, Director of Program Services, James L. Sheets, Director of Member Services.

1. Message of the President

Message of the President is attached as Exhibit #1.

2. Message of the President-elect

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

Recommendation 1. That the 1983-84 International Committees and the appointment of the respective chairmen and committee members, as contained in Exhibit A of the report, be approved, and that the President-elect be authorized to make changes in committee appointments where such may be necessary.

Voted, that this recommendation be adopted.

3. Report of the Secretary

Report of the Secretary is attached as Exhibit #3.

4. Approval of Summary of Minutes of Board Meeting, September 29-October 5, 1982

Voted, that the Summary of Minutes of the Board Meeting of September 29-October 5, 1982, be approved.

5. Approval of General Office Administrative Action

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

Elimination of membership of not-meeting clubs from
active membership files
New Kiwanis clubs organized since last meeting of
International Board
Club incorporations completed
Club name changes
Circle K Clubs completed
Key Clubs completed
District Bylaw amendments

6. Reports of Board Committees

Communications and Education

Report of the Committee is attached as Exhibit #4. It was presented by Chairman Jean Ed. Friedrich and the members of the Committee, Raymond B. Allen, Arthur J. DeLorenzo, Noris A. Lusche.

Recommendation 1. That the proposed public relations program for 1982-83, including the request for additional funds of \$60,000, be approved.

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

Member Services

Report of the Committee is attached as Exhibit #5. It was presented by Chairman Henry L. "Les" Myers, Jr. and the members of the Committee, Harris G. Hunter, E. B. "Mac" McKittrick, and Robert G. Sinn.

Recommendation 1. That the charters of the fifty clubs listed in Exhibit A of this report be revoked.

Voted, that this recommendation be adopted.

Recommendation 2. That the charters of the Kiwanis Club of Simcoe, Ontario, and the Kiwanis Club of Scarborough, Trinidad, be returned to non-meeting status and the action revoking their charters be rescinded.

Voted, that this recommendation be adopted.

Recommendation 3. That the joint community analysis and membership round-up program be adopted and that an additional \$10,000 be allocated to budget item 19-158-01 for the implementation of this project.

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

Recommendation 4. That the sixteen men named in this report under the 1981-82 Distinguished Award Recipients section be designated as Distinguished Governors for 1981-82, and that a plaque be prepared for the 1981-82 Governor of the Provisional District of Korea, commending his efforts for an outstanding year.

Voted, that this recommendation be adopted.

Recommendation 5. That the Lieutenant Governors and Club Presidents who qualified be approved as Distinguished for the 1981-82 administrative year.

Voted, that this recommendation be adopted.

Recommendation 6. That the criteria for the Distinguished Award Programs, attached as Exhibits F, G, and H be accepted.

The criteria were discussed and referred back to the Committee for further consideration.

The Committee presented the revised criteria.

Voted, that the criteria as set forth in Exhibits F, G, and H of the report be approved as modified.

Recommendation 7. That a Field Service Representative be authorized for international extension as of October 1, 1983, and that he be assigned to work in the Asia-Pacific area.

Voted, that this recommendation be adopted.

Recommendation 8. That payments of the outstanding amounts owed by clubs in Mexico, Argentina, Costa Rica, El Salvador, and Nicaragua be accepted at the currency exchange rates in effect at the time the bill was incurred, provided that payment is received within 90 days of the date of this report, after which the currency exchange rate at the time of payment will apply.

Voted, that this recommendation be adopted.

Recommendation 9. That the payments of outstanding amounts owed by clubs be the equivalent in U.S. dollars at the currency exchange rates in effect the date of the billing, providing the account is paid within 60 days. Otherwise, payment must be at the exchange rate on the date of payment.

Voted, that this recommendation be adopted. Referred by the President to the Program Services Committee for insertion in the Procedures manual.

Question was raised as to the status of a Kiwanis club which has been organized but whose charter has not as yet been officially presented.

Referred by the President to the Program Services Committee for clarification.

Report received.

Program Services

Report of the Committee is attached as Exhibit #6.

Laws, Policies and Structure--Frank J. DiNoto

Recommendation 1. That the following procedure be inserted into Policies and Procedures to replace current item e(5) on Page E-4:

"The Kiwanis International President may present the charter to the first club in a new Kiwanis country, provided that the chartering is done with a previously planned trip to the general area. Otherwise, the charter should be presented by a representative appointed by the International President from a proximate area to the new Kiwanis country."

Voted, that this recommendation be adopted.

Recommendation 2. That item k (1) (b) on Page E-5 of Policies and Procedures be revised to read:
"Provisional District. When deemed appropriate, the Kiwanis International Board may grant authority for a group of Kiwanis clubs having common geographical and custom interests to create a provisional district. The Board of the provisional district shall be composed of the presidents, or duly elected alternates, of the member clubs, and the governor of said provisional district. Said governor shall be appointed by the President of Kiwanis International."

Voted, that this recommendation be adopted.

President Roberts stated that he would appoint a Board Committee to prepare a Standard form for Provisional District Bylaws and guidelines.

Recommendation 3. That the amendments to the Constitution and Bylaws of Kiwanis International-Europe as delineated in Exhibit A be approved.

Voted, that this recommendation be adopted.

Recommendation 4. That the following procedure be inserted on Page B-4 of Policies and Procedures under the heading of "Past Lieutenant Governors Associations":

"1. The bylaws of a past lieutenant governors association shall be approved by the district Board of Trustees, shall be compatible with the bylaws of the district, and must assure that the association shall not in any way interfere with the authority of the district Board of Trustees.

"2. Membership in such association shall be voluntary."

Voted, that this recommendation be adopted.

Convention--J. Donovan Jackson

Circle K--Gene R. Overholt

Recommendation 5. That the proposed amendment of Article V, Section 4 (Part B) and the addition of a new section to Article V of the Circle K Constitution, as set forth in Exhibit C of the report, be approved.

Voted, that Article V, Section 4 (Part B) of the Circle K Constitution dealing with the duties of the Circle K International Secretary, as set forth in Exhibit C of the report, be adopted.

The amendment to Article V adding a new section to the Circle K Constitution was withdrawn and referred back to the Committee for clarification.

The Committee presented a revised proposed amendment to Article V adding a new Section 12 to the Circle K Constitution specifically assigning the responsibility for the official publication of the International Board, as set forth in Exhibit C of the report, and renumbering present Section 12 as Section 13.

Voted, that this amendment be adopted.

Recommendation 6. That the proposed amendment of Article VI, Section 2 (Part C), to the Circle K Constitution as provided in Exhibit D of the report be approved.

Voted, that this recommendation be adopted.

Request for the incorporation of two Circle K Districts in the Philippines was referred to the Committee for study.

Key Club--Mark Arthur

Recommendation 7. That the requested changed in Key Club policy #2 relative to travel be disapproved.

Voted, that this recommendation be adopted.

Finances--Sponsored Youth Organizations--Frank J. DiNoto

Recommendation 8. That:

- A. Separate accounting systems and records shall be established for Circle K and Key Club International.
- B. Two separate budgets shall be established for each youth service organization.
 - 1. The Kiwanis subsidized expenses will be the sum of:
 - a. Circle K or Key Club salaries--staff, non-staff, and overtime/temporary help.
 - b. Above personnel employee benefit costs, such as payroll taxes, group and medical insurance, and pension costs.
 - c. General Office building occupancy expenses, such as rent, utilities (except telephone), janitorial services, and depreciation of equipment.
 - d. Accounting costs to maintain financial records, excluding any auditing costs.
 - 2. The non-subsidized expenses will be all other costs incurred by each organization, which costs shall be the responsibility of each youth service organization.
- C. Effective September 30, 1983, Circle K and Key Club International shall have the privilege of maintaining reserve funds for the purpose of sustaining their respective operations in future years.

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

Builders Club--Frank J. DiNoto

Recommendation 9. That Keywanettes' membership must be available to both boys and girls, and the Board of Trustees of Kiwanis International hereby directs all districts and clubs to amend their Keywanettes Bylaws accordingly.

Voted, that this recommendation be adopted.

Program Development--Frank J. DiNoto

Recommendation 10. That the 1983-84 Theme of Kiwanis International be SEEK THE WIDENING PATH and that an appropriate Theme folder be produced and vigorously promoted as a supplies item.

Voted, that this recommendation be adopted.

Recommendation 11. That the following goals be adopted for 1983-84:

SEEK THE WIDENING PATH

- By emphasizing respect for the human and spiritual values of all people
- By enriching the world of the mentally and physically handicapped
- By motivating community leaders to join our ranks as we expand our paths of service
- By combining efforts with our sponsored youth organizations to provide greater service
- By developing effective leadership and responsible citizenship in our youth

Voted, that this recommendation be adopted.

Recommendation 12. That the title of the 1983-84 Major Emphasis Program be ENRICH THE WORLD OF THE HANDICAPPED.

Voted, that this recommendation be adopted.

Recommendation 13. That the President of Kiwanis International appoint a special committee, funded from the 01-110-10 account, to study the implementation of the concept of a local level women's auxiliary and to make recommendations to the Board of Trustees.

Voted, that this recommendation be adopted.

President Roberts appointed the following committee to develop the parameters of the above recommendation for presentation at the May meeting of the Board: Anton J. "Tony" Kaiser, Chairman; Raymond B. Allen; Robert G. Sinn.

Report received.

7. Report of the Treasurer

Report of the Treasurer was presented by Raymond W. Lansford, and it is attached as Exhibit #7.

Report received.

8. Report of Committee on Finance and Administration

Report of the Committee, presented by Chairman Raymond W. Lansford, is attached as Exhibit #8.

Recommendation 1. An administration fee of 10% of the premium expense to be charged to the general liability insurance program, and that the percentage fee be reviewed annually.

Voted, that this recommendation be adopted.

Recommendation 2. That Staff be authorized to execute the necessary documents with Merchants National Bank in order to extend the existing line of credit.

Voted, that this recommendation be adopted.

Recommendation 3. The capital investment of \$1,500 for the purchase of tape duplicating equipment.

Voted, that this recommendation be adopted.

Recommendation 4. A single non-recurring write-off procedure for account balances. Every 90 days will be adjusted for amounts of \$2.49 or less. Supply orders with \$1.00 or less balance due will be processed and account closed.

Voted, that this recommendation be adopted.

Recommendation 5. That the Board Administration and Structure account of 01-110-19 include the \$30,000 previously appropriated and an additional \$20,000 now appropriated for a total of \$50,000.

Voted, that this recommendation be adopted.

Recommendation 6. That that portion of the accounts of Meetings and Conventions Department salaries directly attributed to the International Convention be transferred to International Convention Account #11-101-01 in the amount of \$47,642.

Voted, that this recommendation be adopted.

Recommendation 7. An addition to the budget of Communications and Education of \$50,000 with a review in May for an additional \$10,000 if available.

Voted, that this recommendation be adopted.

Recommendation 8. That the advertising budget be increased by \$45,000 income with additional expense of \$29,800, thus resulting in net surplus of \$15,200.

Voted, that this recommendation be adopted.

Recommendation 9. That the Membership Services Committee account #19-158-01 be increased by \$10,000.

Voted, that this recommendation be adopted.

Recommendation 10. The hiring of McCready and Keene as consultants and the adoption of the pension plan revisions to be implemented in 1983-84. That \$2,000 be added to account #03-113-01 to fund the balance of the 1982-83 year.

Voted, that this recommendation be adopted.

Recommendation 11. That the audit expense be increased in account #16-111-01 by \$3,000 from \$22,000 to \$25,000

Voted, that this recommendation be adopted.

Recommendation 12. That the International dues of \$10 be increased by \$5 to a total of \$15 dues effective October 1, 1983.

Voted, that this recommendation be adopted.

Report received.

10. Other Business

U.S. House Resolution re Postage

It was suggested that the members of the Board write to all members of Congress who are Kiwanians urging support of this House resolution relating to non-profit service clubs qualifying for third-class non-profit rates of postage.

Voted, that the members of the Board fully support this House bill.

Recommendation Before American Bar Association House of Delegates

It was pointed out that a recommendation was to be introduced before the American Bar Association House of Delegates at its upcoming meeting in New Orleans making it an unethical practice for a Judge to belong to an organization on the basis of sex. Members of the Board were asked to contact Kiwanians who are Judges and attorneys, and particularly any delegate, and point out that the Supreme Court has recognized the right of individuals to associate with and belong to organizations that set their own membership standards, including those of sex, and that it would hardly be in keeping to have the American Bar Association declare as unethical something the Supreme Court has upheld as a basic Constitutional right; and, therefore, we hope they withdraw this motion.

Appreciation to Staff

The Board expressed its appreciation to the Staff with a unanimous round of applause for outstanding service and assistance.

11. Next Meeting of Board of Trustees

The next meeting of the Board will be May 6-10, 1983, at the General Office in Indianapolis.

Adjournment

MESSAGE OF THE PRESIDENT
TO THE
INTERNATIONAL BOARD OF TRUSTEES
JANUARY 27, 1983

Tonight marks the beginning of our second Board Meeting -- but it also is the start of what I hope will become a lasting tradition -- the annual K-Family International Board Meeting. I know that this has caused some inconvenience to a few of you, and I thank you for the extra sacrifice you have made to adjust to this revised schedule. We are convinced that this joint Board Meeting will not only increase our understanding of each other, our problems and opportunities -- but it will also, by example, encourage Districts and Clubs to do likewise, ultimately allowing us to bring to bear our full K-Family resources of over 400,000 people to serve the needs of our communities. I look forward with excitement to this meeting.

Generally speaking, the President's message serves two purposes: to report on the state of the organization, as he has observed it in his official visits -- and to provide an overview of what he hopes the Board will accomplish during its meeting. I hope to accomplish both purposes with a minimum of rhetoric.

Since last we met, Patsy and I have represented the Board at the Kiwanis Club of Pasadena's 53rd Annual Tournament of Roses Kickoff Luncheon -- the Detroit No. 1 Kiwanis Club's 68th Birthday Celebration -- the Service Club Leaders Conference -- Conovact -- and the K-Family Conference, held this year at Lake Junaluska. We have attended the first KI-E Board Meeting in Zurich, and will be attending the second one next week. We have held a meeting of all of the North American governors to discuss progress being made toward our goals -- and we have made official visits in eight Districts, above half of those scheduled for this year.

In our visits, we have seen many excellent examples of Kiwanis "Service on a Grand Scale," and there appears to be an enthusiastic acceptance of our goal to increase the service output of every Kiwanis Club. This is especially evident in the area of Special Olympics, where many clubs and individual Kiwanians are deeply involved. Interest in the "Share Good Health with Children" program is lagging, and we must find ways of generating enthusiasm and acceptance for this worthwhile project.

While acceptance of our permanent emphasis -- "Underprivileged Children, a Kiwanis Concern" -- has been very good, I find that our Kiwanis clubs, in general, are not doing much to make the community aware of this major segment of our service program. They appear to need assistance from us -- and we should be developing as rapidly as possible publicity packages that our clubs can use effectively.

Extending Kiwanis to new communities is off to a slow start -- we did not have a flurry of "midnight" clubs on October 1, and building efforts have been slow but steady in the first four months. Current indications are that the building rate will pick up some in the months ahead, with the governors reporting on specific building plans underway. I am encouraged by the fact that our building efforts appear to be very solid, with each new club being well established. There appear to be no "fly by night" clubs thus far, and the building of additional clubs in "saturated communities" is at a minimum -- both of which favor the stability of our new clubs. I am still convinced that we are headed in the right direction -- building "slow but sure" so that our clubs will last for generations to come.

The overall growth of Kiwanis continues to be one of our major problems. Many governors expressed concern that the current economic downturn was having a negative impact on membership in their districts -- and certainly, this is something we must reckon with. Our Kiwanis clubs must be encouraged to maintain a sympathetic attitude toward members who, for a time, may be suffering economic distress, and to find ways to keep these Kiwanians on their rolls. In addition, the need to build our membership -- in both quality and quantity -- is still pressing. In times of economic crisis, the need for volunteer effort is greater than ever, and our Kiwanis clubs must be persuaded that their service needs can only be met by having a larger manpower pool to draw upon.

At this meeting, I hope that -- in addition to the items mentioned above, and those carrying over from the September meeting -- we will give consideration to the following:

1. Ways to improve the stability of new clubs, as outlined in Superstar Letter No. 10. (It should be noted that the concept of a probationary period has met with little favor.)
2. Ways to improve education of new members (Superstar Letter No. 10).
3. Significant increase in the publicizing of our Underprivileged Children, a Kiwanis Concern emphasis.
4. Administratively, we need to find solutions to the problems involving -
 - * Non-compliance with the approved District Bylaws by the Republic of China District.
 - * The survival of Kiwanis in Argentina and the expansion of Kiwanis in South and Central America.
 - * Resolution of the administration of clubs in Africa.
 - * Development of a policy on the minimum number of clubs in a country.
 - * The concept of having Kiwanis "Commissioners" in certain areas of the world (for example, the Asia-Pacific area).

I must say that the fellowship and camaraderie on the Board at our last meeting was heartwarming. We debated often and, sometimes, fiercely -- but never acrimoniously. We accepted our honest differences of opinion and closed ranks when the issues were decided by majority vote. Most of all, we cemented our friendship. Let's continue in that manner at this Board Meeting -- because Kiwanis will gain thereby.

Respectfully submitted

JOHN T. ROBERTS
President

MESSAGE OF THE PRESIDENT-ELECTTO THEINTERNATIONAL BOARD OF TRUSTEESJanuary 27, 1983

The spirit of cooperation from President Johnny, Treasurer Ray, Secretary Bill and his staff has been most helpful since we last met in October. I have spent several days here in the office with key staff people soliciting their input in preparation for 1983-84. One of the most important things we discussed had to do with the International Committees and the people from the various districts who they felt could contribute the most in the various areas of activity. They told me of their sincere appreciation for the opportunity to feel that they were able to voice their ideas.

The 1983-84 International Committees are somewhat different, and you had expected this because of our previous discussions. All of the Chairmen have responded enthusiastically in acceptance of their appointment by telephone. There has not been sufficient time for a response from all committee members by mail even though I do expect each one to be positive. Attached as Exhibit A you will find my recommendations for 1983-84 International Committees plus the appointments to those committees. Attached as Exhibit B is a description of the area of responsibility for each committee and staff liaison.

Recommendation No. 1

That the 1983-84 International Committees and the appointment of the respective chairmen and committee members as contained in Exhibit A be approved, and that the President-elect be authorized to make changes in committee appointments where such may be necessary.

I move that recommendation 1 be adopted

(Adopted)

Treasurer Ray and I are continuing to work toward the next two administrative years being as nearly in concert, one with the other, as possible. We are most anxious to have a minimum number of changes in such things as the Awards Programs and the Growth Objectives and Philosophy. We have spent a good many hours together in conference in order to achieve this which we mutually believe is for the best interest of Kiwanis.

Respectfully submitted,

Aubrey Irby

1983-84 INTERNATIONAL COMMITTEE APPOINTMENTS

ACHIEVEMENT

Chairman: Stuart K. Jacobs, 7200 Corporate Center Drive,
Suite 206, Miami, Florida 33126 (Miami Beach Club)

Members: Mort Bonesteel, 1845 Crossman Drive,
Indianapolis, Indiana 46227
(South Indianapolis Club)

Raymond Donathan, Post Office Box 2116,
Hot Springs, Arkansas 71913

BUILDERS CLUBS

Chairman: M. Jeff Watts, Jr., 790 Overhill Court, N.W.
Atlanta, Georgia 30328 (Marietta Club)

Members: C. A. Dillon, Jr., Post Office Box 1111,
Raleigh, North Carolina 27602

John B. Johnston II, 9405 Rockport Drive
Cincinnati, Ohio 45231
(Northern Hills Finneytown Club)

CIRCLE K CLUBS

Chairman: Bill Wesley Brown, California State University,
ITEC Department, Chico, California 95929

Members: J. F. "Joe" DeSort, 11335 West Second Place,
Lakewood, Colorado 80215 (Lakeside Club)

George H. Gray, 1708 Mill Acres Drive S.W.,
Atlanta, Georgia 30311
(Atlanta-Perimeter Center Club)

COMMUNITY SERVICES

Chairman: Charnia L. Cheatwood, Jr., 136 Georgetown Drive,
Alexandria, Louisiana 71301

Members: Donald J. D. Sayers, 93 Hillcrest Avenue,
Northcote 9, Auckland, New Zealand
(Takapuna Club)

Dr. Carmelo Finocchio, Via Massimo d'Azeglio
No. 8, I-25125 Brescia, Italy (Brescia Uno Club)

Lowell W. Shallenberg, 1002 Hood Drive,
Tullahoma, Tennessee 37388

Dr. Carlos A. Lopez Pinto
Calle 91 #50-126, Barranquilla, Colombia

INTERNATIONAL RELATIONS

Chairman: Jack H. Demaree, 1208 North Riley Road,
Muncie, Indiana 47304

Members: Mundoch G. Inglis, 31 Belinda Cres,
Doncaster East, 3109 Victoria, New Zealand
(Doncaster-Templestowe-Victoria Club)

Olafur Jensson, Godheimar 10, P. O. Box 841, 104
Reykjavik, Iceland

F. Keith McGruer, McGruer Metal Products, Inc.,
300 Canal Bank Road, Ville St. Pierre,
Montreal, PQ, Canada H8R 1H3
(Montreal St. George Club)

Dr. Arturo Posada Mesa
Calle 49 (Ayachucho) No. 35-61
Medellin, Colombia

KEY CLUBS

Chairman: A. James Kauffman, Suite 1104, 700 East Main Street,
Richmond, Virginia 23219
(Chesterfield Club)

Members: Andrew A. Chaffin, Post Office Box 264,
Gadsden, Alabama 35902

Rod Ellerbusch, 1315 South Clarkson,
Denver, Colorado 80210

MAJOR EMPHASIS PROGRAM

Chairman: Judge Gilbert H. Zitselsberger,
17700 Fort Street, Riverview, Michigan 48192

Members: William T. "Skip" Wagner, 4FL, 5-2, Lane 18,
Street 110, Road 1, Tien Mou, Taipei, Taiwan,
Republic of China (Taipei-Keystone Club)

Raymond Galand, I rue de Molesme 1, BP 2020,
F-10010 Troyes Cedex, France (Troyes Club)

Kenneth C. Ferror, M.D., Post Office Box 1328
El Cajon, California 92022
(North Park, San Diego Club)

Dr. Carlos Perez Martinez,
Post Office Box 783,
Bucaramanga, Colombia

MEMBERSHIP GROWTH

Chairman: Don Miles, Heritage Federal Building,
201 West Fifth, Suite 401,
Olympia, Washington 98501

Members: Kenneth W. Farmer, 141 Gilles Street,
Adelaide, S.A. 5000, Australia

Dr. Carol Wolf, Kalchgruben 24, A-6094 Axams,
Austria (Innsbruck Club)

W. B. "Bill" Hopkins, Courage Center,
3915 Golden Valley Road,
Minneapolis, Minnesota 55422
(Southwest Minneapolis Club)

Alberto Gomez Hoyos, Carrera 31, No. 13,
#A-22, Bogota, Colombia

NEW CLUB BUILDING

Chairman: Lowell O. "Bud" Amundson, 7701 East Elida,
Tucson, Arizona 85715 (Rincon-Tucson Club)

Members: Eladio E. "Lads" Aviola, 14-C Anda Street,
9501 Davao City, Philippines

Prof. Roger Luccioni, C.H.U.-Nord, F-13326 Marseille
Cedex 15, France (Marseille Vieux-Port Club)

Dr. Claude B. Sweppenhiser, 120 East Front Street,
Berwick, Pennsylvania 18603

Adolfo Miralpeix, Jujuy 542,
4400 Salta, Argentina

PUBLIC RELATIONS

Chairman: R. P. "Reg" Merridew, 2885 Shannon Road,
Northbrook, Illinois 60062
(Glenview-Northbrook Club)

Members: Milton L. Walker, 1529 Grandview,
Glendale, California 91201 (Pasadena Club)

Richard H. Gruninger, Post Office Box 597,
287 Lackawana Avenue, West Paterson, New Jersey 07424

RESOLUTIONS

Chairman: W. Donald Goodfellow, #300 Notre Dame Place,
255 Seventeenth Avenue, S.W.,
Calgary, Alberta, Canada T2S 0A7

Members: Marvin M. Andersen, 401 West 29th Street,
South Sioux City, Nebraska 68776

K. Howard Bills, 180 East First South Street,
Salt Lake City, Utah 84139
(Sugar House, Salt Lake City Club)

John S. Fochs, 8129 Jackson Park Boulevard,
Wauwatosa, Wisconsin 53213

Raymond W. Lansford, 115 West Ridgeley Road,
Columbia, Missouri 65201

Dr. Komei Nakayama, Nakayama Cancer Research
Institute, Tokyo Mode Center Building, 6F,
6-7-19 Ginza, Chuo-Ku, 104 Tokyo, Japan

Eyjolfur Sigurdsson, Tungubakki 26,
109 Reykjavik, Iceland 16-031
(Reykjavik-Hekla Club)

S. Clark Pyfer, Post Office Box 1699,
Helena, Montana 59624

J. O. Tally, Jr., Tally & Tally, Suite E-610,
1245 Fourth Street, S.W., Washington, D.C. 20024
(Fayetteville, North Carolina Club)

Raymond Joseph Zando, 608 Tennessee Avenue,
Charleston, West Virginia 25302

RETENTION AND EDUCATION

Chairman: A. M. "Andy" Waters, 7364 Meadow Oaks Drive,
Dallas, Texas 75230
(North Dallas-Park Cities Club)

Members: Antonio E. Leviste, Room 702, Sarmiento Building,
Ayala Avenue, Makati, Metro Manila, Philippines
(Pasay City Club)

Kaare Soerby, Baugsasen 17, N-1500,
Moss, Norway

Gerald P. Christiano, 2706 Main Street,
Leicester, New York 14481 (York-Leicester Club)

Dr. Joaquin Casadiego, Carrera 25, #3566
Apartado Aereo 2260, Bucaramanga, Colombia

SUPPORT OF SPIRITUAL AIMS

Chairman: Albert S. Justis, 5605 Birkdale Court,
Columbus, Ohio 43227 (German Village, Columbus Club)

Members: Eugene P. Price, Post Office Box 278,
Erwin, Tennessee 37650

Fred E. Young, 252 North 29th Street,
Kansas City, Kansas 66102

YOUTH SERVICES

Chairman: Raymond Wolfson, 180 Allen Avenue,
Newton, Massachusetts 02168
(Roxbury Club)

Members: Ricardo T. Felipe, 1212 Roxas Avenue, Suite 2043,
Ermita, Manila, Philippines (Pasay City Club)

Kurt-Konrad Huber, M.D., Klusweg 33,
8032 Zurich, Switzerland
(Zurich-Manesse Club)

Arthur D. Swanberg, Post Office Box 18141,
Dallas, Texas 75218 (White Rock, Dallas Club)

Jorge E. Mantilla, Calle 36, No. 21-03 Optica,
Lumen, Bucaramanga, Colombia

INTERNATIONAL COMMITTEES

1. ACHIEVEMENT -- Staff Liaison: William A. Brown

The Committee on Achievement shall annually review the rules for club and district awards on achievement reports and recommend any needed revisions to the Board of Trustees for approval; shall encourage all Kiwanis clubs to prepare and submit annual club reports in accordance with approved rules; shall select the most outstanding annual club reports for appropriate recognition; and shall determine the Kiwanis districts meriting distinctive recognition.

2. BUILDERS CLUBS -- Staff Liaison: Kenneth M. Ayers

The Committee on Builders Clubs shall promote ways and means to establish, encourage, maintain, and aid Kiwanis-sponsored Builders Clubs in junior high schools/middle schools of our nation.

3. CIRCLE K CLUBS -- Staff Liaison: Donald G. Oberg

The Committee on Circle K Clubs shall promote ways and means to establish, encourage, maintain, and aid Kiwanis-sponsored Circle K Clubs in colleges and universities of our nations.

4. COMMUNITY SERVICES -- Staff Liaison: Thomas Nelson

The Committee on Community Services shall promote ways and means by which Kiwanis clubs can render community services. Areas of concern shall include agriculture, conservation, environment pollution, public and business affairs, projects to enrich the lives of the aging, safety, as well as other areas which the Committee or the Board of Trustees may deem pertinent to the functioning of Kiwanis clubs in any administrative year. Promotion in this area shall be exclusive of services to youth, Builders Clubs, Circle K Clubs, and Key Clubs.

5. INTERNATIONAL RELATIONS -- Staff Liaison: Robert M. Detloff

The Committee on International Relations shall promote methods of implementing objectives relating to the development of friendship between nations and the increase in understanding by residents of one country of the way of life, problems, and aspirations of the people of other nations. It shall make proposals to the clubs of approved means by which such purposes may be accomplished.

6. KEY CLUBS -- Staff Liaison: James P. "Pete" Tinsley

The Committee on Key Clubs shall promote ways and means to establish, encourage, maintain, and aid Kiwanis-sponsored Key Clubs in high schools of our nations.

7. MAJOR EMPHASIS PROGRAMS -- Staff Liaison: Thomas Nelson

The Committee on Major Emphasis Programs shall promote methods of fully implementing the program areas selected for major emphasis in any one administrative year by the Board of Trustees. The Committee shall assist club and district leaders with their promotion utilizing materials and procedures approved by the Board of Trustees.

8. MEMBERSHIP GROWTH -- Staff Liaison: Alonzo J. "Lonny" Bryan

The Committee on Membership Growth shall work with districts to strengthen and increase the membership of established clubs and to develop programs to help clubs establish a continuing membership growth program. The Committee shall interpret the Classification Plan in accordance with the Constitution and Bylaws of Kiwanis International.

9. NEW CLUB BUILDING -- Staff Liaison: James L. Sheets

The Committee on New Club Building shall study the opportunities for introducing Kiwanis into new communities, shall perfect procedures for the building of new clubs, and shall stimulate and cooperate with districts and chartered clubs in their efforts to enlarge the field of Kiwanis service by the building of new clubs.

(Over)

10. PUBLIC RELATIONS -- Staff Liaison: David L. Blackmer

The Committee on Public Relations shall concern itself with the material and the media by which the public shall receive a true knowledge of the ideals, objects, programs, and achievements of Kiwanis International and of the districts and clubs thereof. The Committee shall also be concerned that the entire membership shall be adequately informed.

11. RESOLUTIONS -- Staff Liaison: A. G. Terry Shaffer
Thomas Nelson

The Committee on Resolutions shall consider resolutions submitted for action at International Conventions and make recommendations thereon. Only resolutions submitted by the International Board of Trustees, districts, and chartered clubs shall be considered. The Committee shall also have the authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it. When the Board of Trustees of Kiwanis International shall certify to the Resolutions Committee the emphasis program or programs the Board proposes for the ensuing administrative year, the Committee on Resolutions shall embody such program or programs in an appropriate resolution or resolutions and present the same for delegate action at the International Convention.

12. RETENTION AND EDUCATION -- Staff Liaison: James L. Sheets

The Committee on Retention and Education shall work with district and club leadership to create in each club an atmosphere in which members will retain their interest in Kiwanis. The Committee shall promote activities which will provide fellowship, pride in the club's activities and weekly meetings, continuing information on the objects and goals of Kiwanis, and opportunities for personal involvement in the life of the club. The Committee shall devise and suggest to all chartered clubs ways and means for effective orientation and induction of new members and the utilization of all members. The Committee also shall devise and suggest to all chartered clubs ways and means for promoting regular attendance of all members at club meetings. In addition, the Committee shall work with district and division leadership to devise and implement an effective Charter 2 and Sponsor 2 program for each division, using special membership development teams to make a concerted effort to reach and maintain charter strength in all existing clubs.

13. SUPPORT OF SPIRITUAL AIMS -- Staff Liaison: Thomas Nelson

The Committee on Support of Spiritual Aims shall encourage clubs to cooperate on broad and non-denominational lines with religious leaders and groups in their communities to create a greater public consciousness of the importance of religious and spiritual values and shall urge each of our members to support by precept and example the work of his own house of worship in his own community.

14. YOUTH SERVICES -- Staff Liaison: Kenneth M. Ayers

The Committee on Youth Services shall suggest ways and means by which Kiwanis clubs can assist boys and girls to adjust themselves to their environment and become adapted to the social, economic, and moral demands which they may encounter, the guidance of youth in the selection of proper and suitable vocations, as well as other areas which the Committee or the Board of Trustees may deem pertinent to the functioning of Kiwanis clubs in any administrative year. Promotion in this area shall be exclusive of Builders Clubs, Key Clubs, Circle K Clubs, and the Major Emphasis Program(s) of the administrative year. The Committee shall, however, have responsibility for the promotion of projects in support of "The Underprivileged Child" -- the long-term program of identification for Kiwanis International.

15. PAST INTERNATIONAL PRESIDENTS -- Staff Liaison: A. G. Terry Shaffer
Thomas Nelson

The Committee of Past International Presidents shall consider and report to the International Board of Trustees its conclusions on all matters referred to it. It shall initiate subjects for consideration, and report to said Board its conclusions. A summary of its proceedings shall be provided to each member of the Committee, to the International President, and to the International Secretary. The Committee shall meet at the time of the International Convention and may hold other meetings at the call of the chairman, upon approval of the International President, provided that such other meetings shall not be held less than thirty (30) days prior to the International Convention.

ALL STANDING COMMITTEES SHALL REPORT TO THE PRESIDENT AND THE BOARD OF TRUSTEES, AND ANY COMMITTEE REPORT MAY BE MADE PUBLIC WITH THE APPROVAL OF THE BOARD OF TRUSTEES.

REPORT OF THE SECRETARYTO THEINTERNATIONAL BOARD OF TRUSTEESJanuary 27, 1983

We have now completed our staffing re-organization related to the move to Indianapolis. Twenty-nine people accompanied us from Chicago; therefore, approximately 75% of our staff was new as we commenced operations in our new office on September 7. Understandably, we have experienced some problems during the period of training for our new employees. In a few key administrative areas entire departments were new. After these first few months, however, we are pleased to report that the people we have hired have developed well and we believe that we have a solid new staff base.

Several key staff positions have only recently been filled following a number of interviews in our search for the qualifications we required. Tom Sullivan was selected several months ago to serve as the Advertising Manager for the Kiwanis Magazine; Dave Blackmer joined us last month as our Public Relations Director; and Tom Nelson has just been retained as our Director of Program Development. Tom Sullivan and Dave Blackmer report to Nick Geannopulos and Tom Nelson reports to Terry Shaffer. We are extremely pleased to have acquired the services of these three men and believe they will make a significant contribution to the work of Kiwanis.

We have now fully implemented other aspects of our organizational plan. The Meetings and Conventions Department is now working with Circle K and Key Club to assist them in setting up their meetings and conventions. Consolidating our arrangements for meetings in one department will assure us of better coordination and a better negotiating posture. The Youth Groups are now effectively operating under one umbrella supervised by Ken Ayers, our Director of Youth Services. Terry Shaffer is assuming many of the responsibilities previously carried out by Fay McDonald. Fay will retire on about the 18th of February. His assistance to us during this transitional phase has been invaluable and the new employees have grown to love him as much as the long term employees always have.

We are proceeding with our efforts to further develop and strengthen our staff support. We have completed much of our job description work and will concentrate over the next few months on the completion of that task and the development of positive classification for Board Review. We are also reviewing all aspects of our benefit programs in order to make them competitive in the marketplace.

In general, the Kiwanis world has been very understanding and patient with us during the transition period over the past few months. We are most appreciative of that consideration. The move and the large turnover in staff have certainly given us some exciting moments.

We can now begin to reward your patience with a solid new service thrust provided by an enthusiastic and capable new staff. One of the most rewarding features of the move has been the enthusiasm of the staff in commencing our operation in our new city and our new building.

Respectfully submitted,

J. William Kleindorfer
International Secretary

GENERAL OFFICE ADMINISTRATIVE ACTION

January 27 to February 1, 1983

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

<u>Clubs by District (Div.)</u>	<u>Number of Members</u>	<u>Org. Date</u>	<u>Listed As Not Meeting</u>
<u>Alabama</u>			
West Homewood (4-B)	15	5-04-79	1-01-82
<u>California-Nevada-Hawaii</u>			
Lawndale, California (19)	11	4-08-59	1-10-83
<u>Capital</u>			
Potomac, Arlington, (The), VA (20)	9	5-14-57	10-01-82
<u>Carolinas</u>			
Biltmore (13)	13	9-06-61	9-28-82
<u>Florida</u>			
Baldwin, (4)	20	2-23-81	7-31-82
Bonita Springs, (27)	6	12-10-80	9-28-82
Cottdondale, (2)	15	6-25-52	9-28-82
<u>Georgia</u>			
Hawkinsville, (5)	15	1-15-81	12-22-82
<u>Illinois-Eastern Iowa</u>			
Greater Elk Grove, (8)	20	9-24-81	9-10-82
Vermont, Illinois (20)	5	9-23-35	9-24-82
<u>Indiana</u>			
Greater Whiteland (12)	11	11-26-56	9-30-82
Lowell (NW)	9	9-27-77	9-30-82
<u>Kentucky-Tennessee</u>			
North Lexington, KY (10)	16	9-24-80	4-01-82
Shelby Valley, KY	23	5-17-82	6-30-82
<u>Louisiana-Mississippi-West Tennessee</u>			
Achievers, Gretna, LA (4B)	19	9-22-81	9-30-82
Batesville, Mississippi (2)	20	3-30-82	1-10-83
Bay Waveland, Mississippi (14)	27	7-16-81	9-30-82
Calhoun, Louisiana (6)	15	11-08-77	9-30-82
Edgewater Park, Mississippi (14)	11	4-12-73	9-30-82
Frayser, Tennessee (1B)	5	5-06-76	9-30-82
Gonzales, Louisiana (8A)	7	5-22-74	9-30-82
Lexington, Tennessee (1B)	19	8-25-81	9-30-82
Mandeville, LA (13)	13	5-04-76	9-30-82
Metairie, Louisiana (4B)	20	8-18-44	9-30-82
Sabine Parish, Many, Louisiana (11)	6	6-14-79	9-30-82
Tall Pines Breakfast, Pineville, LA (11)	22	10-15-81	9-30-82

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

<u>Clubs by District (Div)</u>	<u>Number of Members</u>	<u>Org. Date</u>	<u>Listed As Not Meeting</u>
<u>Michigan</u>			
Detroit Renaissance Center, (1)	12	9-29-81	10-01-82
Pontiac North (7)	11	4-29-54	10-01-82
<u>Minnesota-Dakotas</u>			
Valley City Golden K, North Dakota (8)	21	5-13-81	9-14-82
<u>Missouri-Arkansas</u>			
Maumelle, Arkansas (21)	12	4-23-79	12-22-82
Pleasant Hill, Missouri (4)	12	4-03-75	1-10-83
<u>New England</u>			
South Boston, Massachusetts (14)	32	9-24-82	10-01-82
Winthrop, Massachusetts (16)	33	10-27-77	10-01-82
<u>New Jersey</u>			
Greater Point Pleasant (6)	13	8-25-81	12-22-82
Hopewell Valley (5)	26	3-26-81	12-22-82
New Providence-Berkeley Heights (11)	13	11-26-80	12-22-82
Upper Township, Marmora (1)	5	11-30-77	12-22-82
<u>New Zealand</u>			
KeriKeri (3)	11	1-29-80	12-08-82
Sentral Fila, Port Vila (7)	32		1-10-83
<u>Ohio</u>			
Richwood (11S)	16	2-04-81	9-15-82
<u>Nebraska-Iowa</u>			
New Hampton, Iowa (1)	11	3-31-80	11-01-82
<u>Pacific Northwest</u>			
Forks, Washington (17)	9	4-14-76	10-01-82
Hub City, Nanaimo, B.C. (15)	8	10-24-56	10-01-82
<u>Rocky Mountain</u>			
Dubois, Wyoming (10)	20	5-25-82	10-01-82
Summit County, Dillon, Co. (14)	10	9-26-80	10-01-82
<u>Southwest</u>			
De Kino, Tucson, Arizona (6)	7	5-06-80	12-08-82
Gallup Centennial, New Mexico (12)	17	6-10-81	12-08-82
Prescott Valley, Arizona (11)	16	6-14-79	12-08-82
<u>Texas-Oklahoma</u>			
Crescent, Oklahoma (19)	13	4-30-74	12-22-82
Houston-Memorial (3)	28	9-30-81	12-22-82
Humble, Texas (3)	8	9-29-80	12-22-82
Ootasee Oologah, Oklahoma (27)	23	9-02-76	12-22-82
Sallisaw, Oklahoma (31)	8	9-30-70	12-22-82
Snyder Sunrisers, Texas	8	4-25-73	12-22-82
Westwood-Austin, Texas	22	9-29-80	12-22-82

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

<u>Clubs by District (Div)</u>	<u>Number of Members</u>	<u>Org. Date</u>	<u>Listed As Not Meeting</u>
<u>Texas-Oklahoma - Cont'd.</u>			
Wimberley, Texas (38)	11	9-24-81	12-22-82
Wylie, Texas (37)	19	3-10-81	12-22-82
<u>Western Canada</u>			
Elmwood, District Winnipeg (2)	14	6-24-58	12-08-82
Grand Prairie (6)	11	1-11-72	12-08-82
Southwest Calgary(7)	24	4-28-50	12-08-82
<u>Wisconsin-Upper Michigan</u>			
Tri-City, Wisconsin Rapids (15)	11	2-14-77	5-01-82
<u>Non-Districted</u>			
Lagos, Nigeria	21	7-22-76	9-30-82
San Ignacio, Belize	25	4-22-77	9-30-82
Total <u>63</u>			

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

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Metro Carigara, Philippines	9-28-82	25
South Bossier City, Louisiana	9-28-82	20
Sherwood, Arkansas	9-28-82	27
Plaza NW-St. Ann, Missouri	9-28-82	21
Bowling Green Breakfast, Ohio	9-28-82	21
Gilmer County, Georgia	9-28-82	25
Crystal Falls, Michigan	9-28-82	20
Taipei-Yanming, Republic of China	9-29-82	22
Colonial New Castle, Delaware	9-29-82	20
Merced Breakfast, California	9-29-82	27
Colombo City, Sri Lanka	9-30-82	21
Palouse sunrisers, Idaho	9-30-82	27
Rockway, New Jersey	9-30-82	20
Lakeshore, New York	9-30-82	20
Gerona, Tarlac, Philippines	10-01-82	25
Austin South Central, Texas	10-01-82	21
Occidental, Florida	10-01-82	32
Santa Rosa Sunrise, Florida	10-01-82	52
Castries, St. Lucia	9-30-82	27
San Vincete De Chucuri, Colombia	10-01-82	25
Olney, Maryland	9-30-82	20
Montreal St. George, Quebec, Canada	8-31-82	51
Franklinton, Louisiana	9-30-82	20

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

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Metro Dumaguete, Philippines	9-26-82	20
Berrien City, Georgia	10-05-82	27
Saint-Germain-En-Laye, France	10-13-82	20
Vienne, France	9-23-82	20
Kananga, Leyte Philippines	10-08-82	20
Homberg, Switzerland	10-13-82	21
Irosin, Sorsogon Philippines	8-23-82	20
Nicoma Park, Oklahoma	10-26-82	22
Zillertal, Austria	10-11-82	20
Southwest Harbor, Maine	10-28-82	22
Alvin, Texas	11-02-82	20
North Atlanta, Georgia	11-03-82	24
Lincoln County, Kentucky	11-02-82	30
Rock Hill-Golden K, South Carolina	11-04-82	29
Chang Hua, Republic of China	10-26-82	30
Brookings-Golden K, South Dakota	11-05-82	23
Meycauayan, Bulacan, Philippines	11-03-82	25
San Jose-Mandarin, Jacksonville, Florida	11-16-82	31
Lungau, Austria	11-08-82	20
West Lakes, Grange, Australia	11-16-82	24
Milton, West Virginia	11-18-82	22
Ulysses, Kansas	11-24-82	26
Tian Shyang, Hua Lien, Taiwan, Republic of China	11-15-82	35
Abbeville, France	11-16-82	20
Greater Clyde, Texas	12-06-82	34
Fort Wayne Time Corners, Indiana	12-07-82	22
La Brea, Republic of Trinidad & Tabago	12-07-82	20
Bradshaw Mountain, Prescott Valley, Arizona	12-08-82	21
Town Hall of Hempstead, New York	12-14-82	20
Gros-De-Vaud, Switzerland-Liechtenstein	12-05-82	20
Plymouth-Wayzata, Minnesota	12-14-82	21
Newton, Pennsylvania	12-14-82	20
Golden K, Lexington, Kentucky	12-15-82	22
Sebastian, Florida	12-15-82	27
Greater Aloha, Oregon	12-16-82	20
West Branch, Iowa	12-18-82	23
Isabel, Philippine South	11-27-82	33
Mayau Li, Republic of China	12-05-82	25
Beaufort, South Carolina	01-06-83	24
Van Buren, Arkansas	01-06-83	26
Chiba, Japan	12-15-82	28
Rodenbach Roeselare, Belgium	01-04-83	20
North Bethesda, Maryland	01-19-83	22

Total 67

C. CLUB INCORPORATIONS COMPLETED:

Alamo, San Antonio, Texas	Phoenix-Skyline, Arizona
Ankeny Golden K, Iowa	Prairie Pioneers, Swift Current, Saskatchewan
Azalea City, Mobile, Alabama	Quad-County, Frankston, Texas
Bedford, Iowa	San Marino, California
Crossroads, Salt Lake City, Utah	Scotlandville, Baton Rouge, Louisiana
Greater Jamul, California	Scott City, Missouri
Hot Springs Village, Arkansas	The Classic City, Athens, Georgia
Johnstown A. M., Pennsylvania	Wesley Park, Golden K, West Allis, Wisconsin
Klamath Sunrisers, Klamath Falls, Oregon	West Plains, Missouri
Medicine Hat, Medalta, Alberta	Westwood, Johnstown, Pennsylvania
Metro Ormoc, Ormoc City, Philippines	Willowbrook, Illinois
North Suburban Golden K, St. Paul, Minnesota	Wilson-Wide Awake City, North Carolina
Penn Hills-Twilite, Pennsylvania	Winslow Township, Cedar Brook, New Jersey
Perry, Iowa	Woodside, New York

D. CLUB NAME CHANGES:

From: Berryville, Texas
To: Quad-County, Frankston, Texas

From: Great Neck North, New York
To: Peninsula Great Neck, New York

From: Rockway, Golden K, Kitchener-Waterloo, Ontario
To: Rockway, Golden K, Kitchener, Ontario

From: Worthington, Linworth, Ohio
To: Linworth, Worthington, Ohio

E. CIRCLE K CLUBS COMPLETED

Circle K Club

Meramec Community College
Daytona Beach Community College
Whitman College
Germann Community College
University of British Columbia
St. Norbert College
Calumet College
Santa Fe Community College
Norfolk State University
Post College
Mercer County Community College
- Kearney Campus
Temple Junior College
Beloit College

Kiwanis Sponsor

Kirkwood, Missouri
Ortona, Florida
Walla Walla, Washington
Culpeper, Fredricksburg, Orange, Virginia
Vancouver, British Columbia
DePere, Wisconsin
Whiting-Robertsdale, Indiana
Gainesville, Florida
Norfolk, Virginia
Waterbury, Connecticut
Trenton, New Jersey

Temple, Texas
Greater Beloit, Wisconsin

E. CIRCLE K CLUBS COMPLETED (Continued)

Circle K Club

Pan American University
Nebraska Western University
Hudson Valley Community College
University of Texas at Arlington
The University of Connecticut
Alabama A & M University
Bethany College
Southern Utah State College
Washburn University

Kiwanis Sponsor

Edinburg, McAllen, Texas
Scottsbluff, Nebraska
Troy, New York
Arlington, Texas
Meriden, Connecticut
North Huntsville, Alabama
Wellsburg, West Virginia
Cedar City, Utah
Topeka, Kansas

Total 22

F. KEY CLUBS COMPLETED

Key Clubs

Spencer High School
West Chicago Community High School
Satsuma High School
Timp View High School
Southside High School
The Auberndale High School
Brownwood High School
Hazel Green High School
Westbury High School
Carle Place High School
Broadneck Senior High School
The Heritage School
Mineola High School
Northern Highlands Regional High School
Donald Quarrie Secondary School
Father Lopez High School
Brookwood High School
Holy Family High School
Phillipsburg High School
Raymond & Tarza Martin High School
Columbine High School
Smith Academy
Channel Island High School
St. Joseph Central Catholic High School
Capitol High School
McHenry Community High School
Musselman High School
St. Thomas Aquinas High School
Mercy Academy
Cross County High School
Nashville Christian School
Chamblee High School
Carlmont High School

Kiwanis Sponsor

South Columbus, GA
West Chicago-Winfield, IL
Saraland, AL
Provo-Timpanogos, UT
Batesville, AR
Memphis, TN
Brownwood, TX
Metropolitan Huntsville, AL
New Cassel, NY
Westbury, Long Island, NY
Severna Park, MD
Newnan, GA
Mineola, NY
Ridgewood, NJ
Eastern Kingston, Port Royal, Jamaica
Fairbanks, Golden North, AK
Tuscaloosa, AL
Ashland, KY
Phillipsburg, NJ
Laredo, TX
Columbine, Littleton, CA
Northampton, MA
South Oxnard, CA
Fremont, OH
Scotlandville, LA
McHenry, IL
Martinsburg, WV
West Broward, Plantation, FL
Mid-City, New Orleans, LA
Wynne, AR
West Nashville, TN
Tucker, GA
San Carlos, CA

F. KEY CLUBS COMPLETED (Continued)

Key Clubs

Camden County High School
Robert E. Lee High School
Rutherford High School
Cape Coral High School
Lisle Senior High School
Frankfort High School
Plainfield High School
Sherman E. Burroughs High School
Ottawa-Glandorf High School
Cohoes High School
Tipton High School
Peters Township High School
Miramar High School
Lynbrook High School
Benzie County Senior High School
Hillsborough High School
Santa Maria High School
J. J. Kelly High School
Homer-Center High School
Daniel Webster High School
Curtis High School
Spanaway Lake High School
Yerington High School
Betsy Layne High School
Gloucester High School
Archbishop Chapelle High School
Keansburg High School
Southern University Laboratory H.S.
Needles High School
Notre Dame Academy
Towson Senior High School
Wallace O'Neal Day School
Ellerslie Secondary High School
St. Marys Academy of the North Country
Jonesville High School
Western High School
Sunnyside High School
Alan B. Shepard High School
La Canada High School

Total 72

Kiwanis Sponsor

St. Marys, GA
Shenandoah Valley, Staunton, VA
St. Andrews, Panama City, FL
Cape Coral, FL
Lisle, IL
Frankfort District, Ridgeley, WV
Plainfield, IN
Ridgecrest, CA
Ottawa, OH
Cohoes, NY
Tipton, IN
Peters Township, PA
Miramar-Pembroke Pines, FL
De Anza, Cupertino, CA
Crystal Lake, MI
Tampa Bay, FL
Santa Maria, CA
Wise, VA
Homer City, PA
Southwest Tulsa, OK
Richmond County, NY
Spanaway, WA
Yerington, NV
East Floyd, Harold, KY
Gloucester, VA
Moisant, LA
Keyport, NJ
Baton Rouge Early Risers, LA
Needles, CA
Geauga County, OH
Towson, MD
The Sandhills, Moore County, NC
Bridgetown, Barbados
Glens Falls, NY
Union, SC
Davie, FL
Sunnyside, WA
Palos Heights, IL
La Canada, CA

G. INCORPORATION OF KIWANIS CLUB FOUNDATIONS

None

H. CANCELLED MEETINGS

None

I. DISTRICT BYLAW AMENDMENTS

Australia

Article XV, Section 1 - adding of pro-rated district dues for new members between billing periods

California-Nevada-Hawaii

Article XX, Section 1 - who may submit amendments to district bylaws

Capital

Article XIX, Section 1 - who may submit amendments to district bylaws

Carolinas

Article III, Sections 1 & 2 - change in number of divisions and territorial limits

Article XVIII, Section 1 - who may submit amendments to district bylaws

Florida

Article V, Section 4(d) - duties of Treasurer

Article V, Section 4(e) - duties of Secretary

Article VI, Section 4 - calling of special district board meeting

Article VIII, Section 20 - adding of district committee

Illinois-Eastern Iowa

Article XIX, Section 1 - who may submit amendments to district bylaws

Kentucky-Tennessee

Article XV, Section 1 - increase in district dues for 1982-83 only

Article VII, Section 3 - adding of new district committee

Article XII, Section 2(e) - requirements for becoming a lieutenant governor

Article XII, Section 4(h) - requirements for becoming a governor-elect

Michigan

Article XV, Section 1 - interim new member dues

Article XV, Section 2 - waiving of pro-rata billing for new clubs

Article XX, Section 1 - who may submit amendments to district bylaws

Minnesota-Dakotas

Article XVIII, Section 1 - who may submit amendments to district bylaws

Missouri-Arkansas

Article XVIII, Section 1 - who may submit amendments to district bylaws

Montana

Article X, Section 9 - past lieutenant governor representing a club not having three delegates

I. DISTRICT BYLAW AMENDMENTS (Continued)

New York

- Article V, Section 4 - adding position of assistant secretary
- Article XII, Section 2 - procedure for electing lieutenant governors
- Article XIX, Section 1 - who may submit amendments to district bylaws

Ohio

- Article VII, Section 1 & 3 - change in district committee structure
- Article XII, Section 2(a) - creates position of lieutenant governor-elect
- Article XVIII, Section 1 - who may submit amendments to district bylaws
- Article XV, Section 1 a - increase in district dues for 1982-83 only and adding interim new member dues

Pennsylvania

- Article VII, Section 3 - identifying the chairmen of Key Clubs and Circle K Clubs as Administrators
- Article XVIII, Section 1 - who may submit amendments to district bylaws

Rocky Mountain

- Article X, Section 6 - past lieutenant governor representing a club in his division not otherwise represented
- Article XII, Section 2(e) - requirements for becoming a lieutenant governor
- Article XII, Section 4(h) - to bring in harmony with Section 2(e)
- Article V, Section 1 - combining offices of secretary and treasurer
- Article XV, Section 1 - creating interim new member dues
- Article XVIII, Section 1 - who may submit amendments to district bylaws

Texas-Oklahoma

- Article IV, Section 5 - each member of a club must be a subscriber to the district publication
- Article VII, Sections 1 & 3 - change in district committee structure
- Article VIII - appropriate addition of duties of new district committees
- Article XVIII, Section 2 - creating position of administrative supervisor in district office

Utah-Idaho

- Article XVIII, Section 1 - who may submit amendments to district bylaws

Western Canada

- Article XII - procedure for announcing candidates for governor-elect and International Trustee-elect when latter is required

West Virginia

- Article VII, Section 1 - change in district committee structure
- Article VII - appropriate changes to add duties of new district committees
- Article X, Section 9 - making district chairmen delegates-at-large at a district convention
- Article XVIII, Section 1 - who may submit amendments to district bylaws

Wisconsin-Upper Michigan

- Article V, Section 1 - adding the Past Governor Trustee to the officers of the district
- Article VII - change in district committee structure
- Article VIII - adding of duties of new district committee
- Article XI, Section 1 - limits on when district convention is to be held
- Article XIII, Section 7 - election of Governor and governor-elect
- Article XIII - selection of past governor trustee
- Article XVI, Section 1b - increase in interim new member dues

REPORT OF BOARD COMMITTEE ON COMMUNICATIONS AND EDUCATION

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 26 - February 1, 1983

Date of Committee Meeting: January 28 and 30, 1983

Place of Committee Meeting: General Office

Present: Members - Raymond B. Allen, Arthur J. DeLorenzo, Noris A. Lusche
Chairman - Jean Ed. Friedrich
Staff - Nick Geannopoulos, John McGehee, David Blackmer, Pat Kane,
Scott Pemberton, Tom Sullivan

Introduction of David Blackmer

The meeting opened with the introduction of David Blackmer, our new Director of Public Relations. The Committee noted David's 20 years of successful professional work on the national level, serving such prestigious clients as Andy Granatelli and STP as well as the City of Indianapolis. David has also enjoyed positive media placements with such key outlets as The Wall Street Journal and Time magazine as well as all three network morning news shows---The Today Show, The CBS Morning News, and Good Morning America.

1. Presentation of Public Relations Proposal

In response to a mandate by the Board Committee on Communications and Education, a public relations proposal was prepared and presented by the staff. The proposal sets forth both short-term and long-range objectives for Kiwanis Public Relations. In its preamble, it declares:

When adopted, we expect this program will make a revolutionary contribution toward achieving Kiwanis' goals of greater awareness and acceptance, more community service, and increased membership. To ensure maximum benefits, in fact, staff will work directly with local clubs and districts.

The program is detailed and wide-ranging, but can be divided into two major thrusts, one external and one internal:

- (1) Direct efforts to tell the Kiwanis story through a variety of major national and international media
- (2) Efforts within the Kiwanis organization to assist districts and clubs to enhance public relations at the community and regional levels

The proposal lists some 21 projects that will be implemented to procure maximum exposure through newspapers, satellite coverage, international press, the use of feature stories, magazines, billboards, radio/television, special events, public service advertisements, a new Kiwanis International

film, Kiwanis public service spot announcements, and a Kiwanis press kit designed to provide background on the organization to all news media. Support also will be given to Key Club and Circle K in their public relations programs, as well as to individual clubs and districts.

Details on the above 21 projects are included in the proposal as well as a price tag to implement each one. A copy of the proposed public relations proposal that includes the 21 projects is attached as Exhibit A.

The proposal concludes:

As proposed, our public relations program is comprehensive, innovative, and aggressive. But if Kiwanis International is to achieve its goals, it requires programs that are both creative and ambitious. In today's age of mass media and information saturation, organizations such as Kiwanis cannot hope to hold their own, let alone to grow, without accepting the challenges of our media environment.

To fully implement our public relations program, we will need a budget of \$115,000. We already have \$55,000 budgeted, so an additional allocation of \$60,000 is required for a comprehensive, hard-hitting program---the kind of program that will give Kiwanis the muscle to win the race for public recognition in today's competitive media world.

Recommendation #1:

The Committee recommends that the proposed public relations program for 1982-83, including the request for additional funds of \$60,000, be approved.

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

(Adopted)

2. Connelly Medal Nominations

Staff reported that, pursuant to the direction of the Board, the administration of the Robert P. Connelly medal is now the responsibility of the Board of Trustees of the Kiwanis International Foundation.

3. Update on slide presentation of Kiwanis' new home plus proposed souvenir booklet, new address announcements and postcards

Inasmuch as the Kiwanis magazine's illustrated story on the new building that appeared in the January issue was so graphic, and inasmuch as the story reached the majority of Kiwanis members, the Committee agreed with the staff that a slide presentation was unnecessary. The money for this project could be better spent on other new building promotions.

A souvenir booklet similar to the one prepared for the Chicago building is in the process of production. When completed, copies will be given to all visitors to the building as prestige-building souvenirs.

Formal announcements of Kiwanis' new General Office address are ready for distribution. A complete mailing list of recipients is being prepared. It will include peer groups, suppliers, organizations with which Kiwanis works, news media, government leaders and other appropriate Kiwanis "publics."

A postcard has been prepared with two types of copy on the back: (1) a short description of the building and (2) a short description of the building plus a request that club secretaries give meeting credit to those Kiwanians visiting the General Office. These cards will be maintained at the reception desk and distributed from there.

4. Television training sessions for Board members seeking better television presence

On Sunday, January 30, each member of the Kiwanis International Board was invited to participate in a 20-minute training session on TV interview techniques. A TV camera was used to videotape an interview between Dr. Glenn Claybaugh, Chairman of the Kiwanis International Committee on Public Relations, and the individual Board member involved. Board members also were given a booklet, "You Are Going To Be On TV...Helpful Tips," compiled for their use when confronted by the media.

5. Preparation of video tapes for districts to give clubs seeking to improve their community image

A 20-minute "background on Kiwanis and how it works" will be videotaped. The remaining 8-and-a-half minutes of a 30-minute TV segment are to be filled locally by Kiwanis clubs working with Public Broadcasting System stations. A query to all U.S. PBS stations has shown tremendous initial interest. When a copy of the videotape is sent to each of the stations showing an interest in it, the appropriate lieutenant governor of the area will be called and asked to suggest a club president who would work with the TV station. That president will then be called, urged to cooperate, and provided with ideas and information on how to proceed.

6. Local publicity in Indianapolis

Two items of local publicity showing the support for Kiwanis International being given by Indianapolis were presented:

The first was videotape of the 6-minute segment on TV 6 in Indianapolis---"Howard Caldwell's Indiana," which encapsulated Kiwanis and described its move to Indianapolis. Mr. Caldwell is the Number One anchorman in Indianapolis. The segment was aired on prime time---about 6:50 P.M., Monday, January 3.

The other was the announcement that the Indianapolis Sunday Star Magazine will carry a story on the new Kiwanis General Office building, fully illustrated with four-color pictures. This story has not yet been published.

7. Decency Award

Staff explained the background of the award, which was established during the late Dr. Glenn Reed's presidency to counteract the obscenity in communications that reached crisis proportion in the 1960's. Criteria for the selection of Decency Award recipients were presented. After considerable discussion on whether or not the award in its present form is still germane, staff was directed to study the matter and to propose a new direction and new name of the award, if the study so indicates. It was also decided that inasmuch as Kiwanis International-Europe is giving its special humanitarian award before the opening of the Kiwanis International Convention, a second award presentation would stand little chance of attracting attention. Further, the avowed purpose of the Kiwanis Decency Award---to dramatize the concept of decency in communication---would not be served as presumably a presentation in Vienna would receive little publicity either in Vienna or in North America. Therefore, the Committee felt that the practice of presenting a Kiwanis Decency Award at the Kiwanis International Convention should be suspended for this year.

8. Archives Room

Staff reported on completion of Kiwanis displays in the archives room located in the lobby area. These displays cover historic and dramatic moments in Kiwanis' life. They also include samples of the recognition plaques and awards that Kiwanis has received. Special exhibits will be featured in the room from time to time in the same manner as such exhibits are featured in museums.

Currently, a picture story on the President's Projects is displayed in the showcase at the entrance to the building. Staff reported that such displays, telling what Kiwanis, Key Club, Circle K, and the Foundation do, will be presented in this case from time to time. Board members are urged to view both displays.

9. Review of Kiwanis magazine financial statements

The Committee opened the Kiwanis magazine portion of the meeting by reviewing the 1981-82 Income and Expense statements and was pleased to note that the magazine has concluded the year with close to a \$59,000-plus variance. This favorable variance was attributed mainly to continuing healthy advertising sales volume and the decline of inflationary factors, particularly in

paper, postage, and printing. The staff also reported working closely with the Data Processing Department and the Lincoln, Nebraska, postal authorities to convert more of the organization's mailing list to a more economical postal category. It is expected that results of these efforts will become apparent in forthcoming months and will be reported at the next meeting of the Board.

10. Editorial Planning

The Committee reviewed recent issues of the magazine, including the special four-color tour of Kiwanis' new home in January, and was happy to learn that the article was drawing favorable comments from many Kiwanians.

The just-published February issue features our 1983 convention city on the cover. A colorful travel guide and President's Convention Call inside launched the magazine's coverage of this year's convention. Future issues will include more Vienna-related stories, a President's Project feature about the Kiwanis Pediatric Trauma Institute in Boston, and important general interest articles. Such articles help achieve the magazine's goals of high readership and increased public exposure for the organization. Reprints by outside groups continue strong, including one in the October edition of the Canadian Reader's Digest.

Next, to promote pride in membership, the Committee discussed ways the magazine can highlight prominent people associated with Kiwanis. The staff will explore developing a special column featuring such people, who might be members or who might be associated with Kiwanis in some way, such as club speakers.

11. Advertising

Income from advertising continues strong, and a new advertising staff is now fully in place. The Committee is pleased to report that a new approach to sales is already showing results. It makes stronger use of the high credibility Kiwanis magazine enjoys with its readers and a more saleable rate structure that rewards regular placements more effectively. This approach, the Committee believes, offers good prospects for improving the quality of advertisements and increasing, perhaps substantially, the income generated from advertising.

To make more high-quality advertisers aware of the especially attractive qualities of Kiwanis magazine, however, requires reasonable increases in promotion and travel. The Committee thus approved an increased investment for travel and promotion in this year's advertising budget, which would be more than offset by the increase in advertising revenues.

12. Governors-elect Training Conference

The Committee reviewed the tentative agenda for the March Training Conference for Governors-elect and approved it, noting that specific faculty assignments will be made shortly.

The Training Conference for Governors-elect will be held March 23-26, 1983, at the General Office.

13. Governors-elect Resource Books

The Committee instructed staff to provide two books of material, both to be 3-ring binders:

- (1) The larger book will be known as the "1983-84 Resource Book." It will contain all the basic materials to which the Governor-elect can refer during his year as governor, and will cover all facets of Kiwanis service and administration with appropriate exhibits.
- (2) The second book, a smaller one, will contain such materials as the Governor-elect will want to take with him as he travels throughout his district.

Staff is currently updating all materials for these two books.

14. Leadership Education Package

The Committee requested that this package which is used by the governors-elect in training lieutenant governors and district committee chairmen be ready to be distributed at the Governor-elect Training Conference in March.

15. Manual for District Officers

No change in the District Officers Manual is mandated for 1983-84. However, the Committee recognizes the necessity of continued study for long-range modifications.

16. President's Kit (Update to Handbook)

The Committee was advised that the district secretaries will be asked to survey lieutenant governors in order to determine the degree to which the Club Handbook is being transferred at the change of the administrative year. The Committee will study the effectiveness of this method of leadership education to determine whether to recommend its continuation. For 1983-84, materials to update the Handbook will be mailed to clubs in early summer.

17. Club Officers Manual

Revisions of the Club Officers Manual are complete and the 1983-84 Manual will go into production soon.

18. Chairman Friedrich indicated that he will transmit to staff his ideas for the subject matter content of a comprehensive manual on Kiwanis for Kiwanis

International-Europe. An outline will be presented to the Committee for its consideration at the May Board Meeting.

Respectfully submitted,

RAYMOND B. ALLEN

ARTHUR J. DeLORENZO

NORIS A. LUSCHE

JEAN ED. FRIEDRICH, Chairman



EXHIBIT A

KIWANIS

KIWANIS INTERNATIONAL BUILDING, 3636 WOODVIEW TRACE INDIANAPOLIS, INDIANA 46268

AREA CODE 317-875-8755

CABLE ADDRESS KIWANINTL-IND

TELEX/TWX 810-341-3471

MEMBER ABC

January 20, 1983

Arthur J. DeLorenzo, Chairman
Board Committee on Communications and Education
831 New Brunswick Avenue
Rahway, New Jersey 07065

Dear Art:

Enclosed is the "Public Relations Proposal: Meeting the Media Challenge of the '80s" that you and the other members of the Board Committee on Communications and Education will want to review prior to our meeting.

In it Dave Blackmer, our new Public Relations Director, articulates quite clearly what it will take to produce a long overdue, "comprehensive, innovative, and aggressive" program.

From my viewpoint, it takes a proven "idea man" who can work comfortably with television shows like "The Today Show," "Good Morning America," and a host of leading magazines and newspapers. It also takes a budget of approximately \$115,000--which will mean an additional allocation of \$60,000. This represents less than one-and-one-half percent of Kiwanis' total annual budget.

To appreciate what I am saying I believe you'll find the two reprints from the Wall Street Journal about Indianapolis and Dave Blackmer not only interesting but enlightening. Both articles, of course, came about as a result of Dave's efforts.

We look forward to seeing you next week.

Sincerely,

Nick G. Geannopoulos
Assistant Secretary,
Communications

cc: John T. Roberts, President
Raymond B. Allen, Trustee
Jean Ed. Friedrich, Trustee
Noris A. Lusche, Trustee
J. William Kleindorfer, International Secretary

Meet Dave Blackmer

The key to an effective public relations program is a capable public relations practitioner, who can plan well and then execute the plan successfully.

David Blackmer, Kiwanis International's new Director of Public Relations, comes highly recommended by such people as Andy Granatelli of "STP" fame, Indianapolis City Councilman George Tintera, and Henry Ryder, President of both the Downtown Kiwanis club and the Indianapolis Symphony Orchestra.

David's professional background includes seven years as a newspaperman and twenty years experience in public relations, sales promotion, and advertising. His accomplishments include helping Mr. Granatelli's company grow from \$9 million to more than \$90 million in annual sales in five years.

Most recently he has worked with Mr. Tintera on the City of Indianapolis Image Campaign, which resulted in a front-page story on the city in the Wall Street Journal and an editorial-page story also in the Wall Street Journal on David's public relations ideas.

One of these ideas was an Indianapolis Symphony concert for the city's cab drivers to increase their awareness of what the city has to offer visitors. David used this novel event to draw the television camera crews of all three networks from Chicago to Indianapolis. The concert was featured on "The Today Show," "Good Morning America," and "The CBS Morning News" on the same day, an unprecedented public relations coup.

David has now secured four Wall Street Journal stories, as well as cover stories and features in twenty-seven top national magazines,

including Time, Newsweek, Sports Illustrated, Playboy, Argosy, Signature, and Motor Trend. His public relations expertise has been chronicled in The New York Times, Advertising Age, and PR Reporter magazine. His most recent endeavors for the City of Indianapolis were acclaimed by the Public Relations Society of America with its prestigious Orchid Award.

During the past ten years David has owned his own public relations firm with a wide variety of clients, including several nonprofit organizations.

Nick G. Geannopulos
Assistant Secretary
Communications

1983 PUBLIC RELATIONS PROPOSAL

Meeting the Media Challenge of the '80s

David Blackmer

Public Relations Director

Public relations is one of the most used and least understood terms in the business world today. Scratch an influence-peddler, a back-slapper, a ward-healer, or a congenital company drink-buyer and you are likely to find him masquerading as a "public relations expert." He isn't such an expert, of course, but he is clever enough to hide behind the respectability of a profession that has been too busy and grown too fast to explain itself generally.

Public Relations News, the weekly "Kiplinger" of the profession, has a formal definition: "Public relations is the management function that evaluates public attitudes, identifies the policies and procedures of an organization with the public interest, and executes a program of action to earn public understanding and acceptance."

I. PROGRAM OBJECTIVES

The Public Relations Department's proposed 1983 program fits this proper definition well. The techniques and "tools of the trade" are time-tested and have achieved great success in past public relations campaigns. If adopted, the program will make a strong contribution toward achieving Kiwanis' goals of greater public awareness and acceptance, more community service, and increased membership.

The program is detailed and wide-ranging, but can be divided into two major thrusts, one external and one internal:

- (1) Direct efforts to tell the Kiwanis story through a variety of major national and international media
- (2) Efforts within the Kiwanis organization to assist districts and clubs to enhance public relations at the community and regional levels

For some time, experienced Kiwanis leaders have recognized that our organization faces a growing public-recognition problem. In the past decade or so we have entered a highly competitive "media age" in which the old adage "out of sight, out of mind" is truer than ever before. The "information explosion," population growth, and dramatic changes in the patterns of business and professional life have made it increasingly difficult for organizations such as Kiwanis to maintain their traditional level of public recognition and interest.

Kiwanis has always enjoyed an excellent image among those who know what it is and what it does. But today, at a time when events, individuals, and organizations can rocket to worldwide celebrity overnight and then seemingly vanish just as quickly, Kiwanis faces a challenging image problem. Too many people are only vaguely aware of the Kiwanis name and aren't sure what we do or how we do it.

Our public relations goal, therefore, must be to communicate with as many people as possible and as often as possible. Fortunately, Kiwanis has many success stories to tell. All we need is to tell the public about them. By telling the story of Kiwanis service in the widest variety of ways, we will achieve many objectives:

PRIDE: Reading, hearing, or viewing stories about Kiwanis in the major media will instill greater pride in the present membership. This will strengthen member retention and prevent losses to more visible organizations.

SERVICE: The Kiwanis public relations program will highlight our community service achievements. This will attract additional project ideas to the clubs, and with new ideas will come new members and enhanced community support for service efforts. More members and more support will provide more service.

AWARENESS: Everyone likes to belong to an organization that people recognize. Too often, Kiwanians must explain Kiwanis to their friends. A creative and aggressive public relations program, consistently maintained over time, will make Kiwanis more widely known and respected. With this awareness comes growth.

II. THE MAJOR MEDIA

The primary external thrust of the 1983 public relations program will seek extensive exposure for Kiwanis service projects in the major North American media. We will "get out the word" on all of the good community service projects that Kiwanis clubs are performing daily, and this publicity will give Kiwanis the exposure it deserves.

NEWSPAPERS: The principles of effective public relations dictate that the best medium for our story is the daily or weekly newspaper. Therefore, a constant flow of news releases will be disseminated by the department throughout the year.

SATELLITE COVERAGE: There are currently twelve broadcast satellites circling the globe. Our comprehensive public relations program will, when practical, utilize this new "state of the art" tool. We have already been in contact with COMSAT, Westinghouse, AT&T, and GTE.

One idea, for example, is the possibility of recognizing the 75th anniversary of World Scouting at the Vienna Convention. We could then

televise, live from Vienna, the presentation of a Kiwanis award to the World Scouting Executive from Switzerland to "The Today Show" in New York. If we can make the necessary arrangements, we could also transmit the event to every country where Kiwanis has a club. This would be the ultimate in international public relations and would serve Kiwanis well with international exposure.

INTERNATIONAL PRESS RELEASES: The Vienna Convention also provides an opportunity to distribute news releases on convention events to all Kiwanis nations. One release can be written, translated into appropriate languages, and distributed in advance, for release on the opening day of the convention. Since this is the first convention held outside the US or Canada, we should truly operate on an international basis.

FEATURE STORIES: In addition to narrowly focused news stories about Kiwanis service, we will prepare a number of broader feature stories for consideration by the major news media. We will take a hard look at every publicity opportunity and develop a variety of story angles that will appeal to key newspapers throughout North America.

KIWANIS MAGAZINE: Quotable quotes from Kiwanis magazine articles will be disseminated on a monthly basis. If the subject is medicine, for example, then the excerpts will be sent to the medical editors of the top hundred newspapers. The use of such excerpts will give our magazine more exposure and enhance the significance of the Kiwanis name.

SUNDAY MAGAZINE INSERTS: We plan an extensive campaign to offer the Kiwanis International story to these very high-profile publications, including Parade, Family Weekly, etc. Most major Sunday newspapers insert such magazines or publish their own. We will offer an overview of Kiwanis tailored to local interest with local photos and information.

MAGAZINES: A concentrated effort will be made to open communication with influential magazines such as Time and Newsweek as well as major general-interest magazines such as Saturday Evening Post, Reader's Digest, McCalls, etc. They must be told the Kiwanis story, first in the hope of a feature article and second to establish Kiwanis as a quotable source of news and comment regarding community service.

BILLBOARDS: We will begin a consistent public relations effort to have public service billboards posted during key Kiwanis observances, such as Kids' Day with the message "Underprivileged Children--A Kiwanis Concern." By purchasing printed billboard paper in volume, we can offer it to clubs at tremendous savings.

RADIO-TELEVISION: Both of these media have grown greatly in the past ten years, and an effective public relations program dictates that both of these media receive concentrated attention.

SPECIAL EVENTS: The public relations program will piggyback on all major events involving Kiwanis. These will be a source of many public relations opportunities.

For example, Special Olympics is a 1983 President's Project. The Special Olympics Summer Games in Baton Rouge, Louisiana, should give visible exposure to Kiwanis. We will investigate a tie-in with the National Football League Players Association. If we can recruit players to attend the Games, they can wear Kiwanis jackets while serving as coaches, referees, etc. Also, we could construct a winner's circle with a Kiwanis logo where each Special Olympics winner can be photographed for his or her hometown newspaper. Both of these ideas will publicize Kiwanis involvement in this worthy cause.

PUBLIC SERVICE ADS: A concerted effort will be made to secure free public service advertising space in national magazines. A series of color ads showing Kiwanis in action can be prepared in advance for use at any time of the year, whenever selected magazines have public service space available.

In addition, we can help newspapers to increase the number of public service pages already being sold by providing new artwork to illustrate current Kiwanis projects to newspaper art clipping services. We can provide them with new photos for use by their illustrators. Communicating more actively with these services will increase the number of special pages sold in daily and weekly newspapers commemorating special Kiwanis days.

KIWANIS INTERNATIONAL FILM: There have been past efforts to produce a Kiwanis film for distribution to television stations. This is a promising idea and we will pursue it, but with a twist. Rather than a customary 28-minute film, we propose a 20-minute video tape. The tape will feature various Kiwanis projects that lend themselves to visual presentation, such as the Children's Trauma Center in Boston.

The 20-minute overview of the Kiwanis philosophy and outstanding service projects can then be followed, for the balance of the half hour, by a presentation in the studio of the local Public Broadcasting station featuring interviews with Kiwanis leaders and slides of service work within the station's broadcasting area. This open-end form of program has a much better chance of getting aired because it provides a local slant to the story.

KIWANIS PUBLIC SERVICE SPOT: At the same time that the above video tape is produced, we will also prepare a 60-second public service spot

for use on local television, the cost being included in the larger production. The spot can then be made available to local clubs through the Supplies Department.

CIRCLE K AND KEY CLUBS: The Kiwanis public relations program will continue to work with our sponsored youth groups, a tremendous source of good public relations opportunities. Until we have the proper staff and resources, we will at least provide assistance at the youth conventions with press kits and media contacts. We will also identify key community service programs of each organization and use them as the basis for national publicity to create greater awareness that Key Club, Circle K, and Builders Clubs are part of the Kiwanis service family.

NEW PRESS KIT: A new press kit will be produced for all media, print and electronic. The kit will include a Kiwanis fact sheet, a series of human-interest stories, high-quality photos of a timeless nature, as well as color slides of key Kiwanis leaders for video use. This press kit will serve several purposes:

- (1) Provide editors with background information on Kiwanis
- (2) Provide story ideas and photos for use whenever space permits
- (3) Provide research material for reporters who are assigned to write a story on some facet of Kiwanis International

Together, all of the above elements add up to a dynamic and comprehensive new public relations program for Kiwanis, combining the best of past department services with new technology and ideas for the future.

III. CLUBS AND DISTRICTS

As outlined above, the external thrust of the 1983 program is targeted on the major media. Complementing these external efforts

is the internal part of the program, intended to assist clubs and districts in their local public relations work. Local public relations is important and we must continue to push it--indeed, to expand it by giving the local chairman all the tools he needs in easy-to-use form.

REGIONAL CONFERENCES: Public Relations Department representatives will meet with district PR chairmen and put on public relations seminars at regional conferences and district conventions. With budgetary limitations in mind, we may only be able to cover five or six this year. However, this will be most helpful in achieving our objectives for 1983.

FILL-IN-THE-BLANKS PRESS RELEASES: A good way to disseminate more stories will be to provide fill-in-the-blanks press releases to district PR chairmen on a monthly basis. These releases can provide Kiwanis news of national significance, but designed to dovetail with local activities.

HOW-TO HANDBOOK: This is an important resource that every PR chairman in every club should use. It has not been revised for some time. We will update the handbook to include the latest in public relations tools, especially the electronic media.

GENERAL OFFICE MAILINGS: The Public Relations Department should be included in the nine club mailings per year. Some months we will have tips for club PR chairmen. At other times, such as prior to the Kiwanis anniversary, we can include an appropriate editorial to be submitted to local newspapers.

CONVENTION PUBLICITY: The Public Relations Department will continue to run a press office at all K-family conventions. We will also continue to disseminate press releases on all candidates elected at conventions for use by hometown newspapers. In essence, we will offer full-service public relations on all elections, conventions, and meetings. Our objectives include everything that will give Kiwanis greater exposure

in every medium, not only in the convention city but in national media.

PUBLIC RELATIONS WORKSHOPS: Conducting PR workshops will be a vital part of the department's role in the International Convention and as many district meetings as we can cover.

Helping the club PR chairman to do an effective job with his local media is perhaps the most important function that we have. To succeed, the local chairman needs direct guidance from the General Office and the district PR chairman.

There is nothing better than local PR. We need the umbrella approach nationally and internationally, but we must not forget the local weekly newspaper that is so important to our growth objectives. Therefore, once we have laid the foundation of our overall program, we will continue to strengthen this important element. This will include the monthly newsletter to district public relations chairmen. They in turn will hold PR seminars at district meetings, issue their own newsletters, and help clubs in their districts.

IV. IMPLEMENTING THE PROGRAM

As outlined, the 1983 public relations program has sound objectives--enhanced member pride, increased community service, and greater public awareness, all of which can lead to growth. We have a multi-faceted plan to tell the Kiwanis story through the major media while supporting clubs and districts in their local public relations efforts.

A plan, however, is only as good as its execution. If we are to accomplish what we plan, it is essential that we have the proper tools to do the job.

NEWS DISTRIBUTION SERVICES: We will make use of several professional services in our efforts to reach the largest possible audience with the variety of Kiwanis stories we want to disseminate during the year.

PR Aids is a service with a complete, computerized mailing list of editors throughout North America. This firm spends \$250,000 a year to maintain its list, so you know you are getting a current list when you use this service. We can mail a two-page release to 1,000 editors, selected according to story content and media interest, for \$586, including envelopes and postage. Six usages per year will total \$3,516.

Derus Media Service distributes reproduction-ready photos and news releases to weekly newspapers within fifty miles of major cities. We can therefore pinpoint our coverage to target newspapers within a given club's market area. A release and photo can be mailed to 3,377 newspapers in the US and 1,165 in Canada, including postage, for \$3,015. Four usages per year will total \$9,045.

PR Newswire Service is useful for fast-breaking news, such as the election of a new International President or a Kiwanis service effort related to timely news events such as an earthquake or flood. The service also has an international capability. The cost per release will vary according to distribution throughout North America, but will average \$600. Three usages per year will total \$1,800. International distribution costs \$399 for the first country, \$299 each additional country.

Effective public relations requires maximum exposure per story for the maximum possible return on coverage. All of these services have proved to be most effective during past public relations campaigns.

PRESS KITS: The Kiwanis press kit will be designed for use with a wide variety of events. While the content will vary in each case, the

jacket will incorporate the Kiwanis Theme. The printing of jackets, releases, fact sheets, photos of officers and service activities, etc., will cost \$5,000 for an adequate supply of kits for Kiwanis, Key Club, and Circle K.

BILLBOARDS: "Underprivileged Children--A Kiwanis Concern" is an obvious choice for a billboard public service message. If we make a commitment for 1,000 two-color billboard papers (9 x 21 feet), we can get them for just \$16 each. Each club can contact its local billboard company to see whether it can get a gratis board up during the summer months. Then the club can purchase the billboard paper from the Supplies Department. The paper will be drop-shipped by the printer, saving us the labor and storage problems.

SATELLITE COVERAGE: When our 60-second video service spot is ready, we can distribute it via satellite to 313 television newsrooms in 152 of the 205 Nielsen market areas. The cost for transmitting twice on a given day is \$1,500. Ideally, we would like to transmit our spot three times during the year, with a special logo at the end commemorating a given anniversary or project. Three such usages would total \$4,500.

During the Vienna convention we can also transmit a story to "The Today Show," "Good Morning America," or "The CBS Morning News." We are still getting costs at this time, but it should be about \$2,000. If we cannot arrange broadcast with one of the three major morning shows, we could, alternatively, transmit the story for use by local stations throughout North America.

RADIO COVERAGE: The Audioline service will feed our story to 500 radio stations. The 45- to 60-second Kiwanis message will be included in

a wide variety of business, consumer, and sports news. Their list of clients reads like a Who's Who of Business. Each broadcast costs \$500. Three broadcasts per year will total \$1,500.

PUBLIC SERVICE ADS: Public service ads with Kiwanis messages can be prepared and offered to national magazines for use as fillers. Similar ads, but not exact duplicates, should be prepared for the newspaper art clipping services. The estimated cost is \$2,000.

SPECIAL OLYMPIC PHOTOGRAPHS: We will attempt to arrange a tie-in with the official photographer and perhaps get film and print paper at no charge. Our only expense would then be developing, postage, and captions. A similar promotion for the City of Indianapolis during the National Sports Festival was most effective in getting exposure for the city. The cost will be approximately \$2,500.

KIWANIS VIDEO FILM: We are seeking to have the Public Broadcasting Service produce the 20-minute video tape on Kiwanis. PBS has already circulated a letter of intent to stations to ascertain acceptance of the program. Once we get this feedback, we will submit a funding application to the Kiwanis International Foundation.

SPECIAL OLYMPICS: If we can get National Football League stars to participate in the Special Olympics Summer Games, we should pay air fares and hotel expenses. The cost depends on the number of people involved; perhaps we should budget \$5,000 for this event.

TRAVEL BUDGET: Experience has proved that the best way to get national exposure is to submit stories on a one-on-one basis with the major media. We will therefore have to visit major media cities for personal contacts. Public Relations Department representatives will

also need to attend selected district and regional meetings to counsel PR chairmen and put on public relations workshops. These needs can be served with a travel budget of \$10,000.

PRESS CLIPPING SERVICE: To monitor performance, we need the service of a press clipping service. Burrelle's has been most effective over the past several years. Although they only clip about 20 percent of the actual coverage, this does give a good indication of the success of various programs. With the clippings, we can demonstrate to the membership that our public relations efforts are working. This is the best way to document the effectiveness of the public relations program. The clipping service will charge a monthly fee of \$139 (\$1,668 total for the year) plus 73 cents per clip. The program can be tailored to include only clips mentioning Kiwanis International vs. Kiwanis. However, it would be nice for the first year to have both for a maximum visibility check.

As proposed, the 1983 public relations program is comprehensive, innovative, and aggressive. But if Kiwanis International is to achieve its goals, it requires programs that are both creative and ambitious. In today's age of mass media and information saturation, organizations such as Kiwanis cannot hope to hold their own, let alone to grow, without accepting the challenges of our media environment.

To fully implement the 1983 public relations program, we will need a budget of \$115,000. We already have \$55,000 budgeted, so an additional allocation of \$60,000 is required for a comprehensive, hard-hitting program--the kind of program that will give Kiwanis the muscle to win the race for public recognition in today's highly competitive media world.

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MIDWEST EDITION

WEDNESDAY JULY 14, 1982

HIGHLAND, ILLINOIS

40 C S

Star of Snow Belt

Indianapolis Thrives On Partnership of City, Business, Philanthropy

Metropolitan 'Unigov' Setup Helps Preserve City Core; A Push for New Job Bases

Domed Stadium for 'Hicks'?

By FREDERICK C. KLEIN

Staff Reporter of THE WALL STREET JOURNAL

INDIANAPOLIS—For a long time now, Indianapolis has been the rest of the urban Midwest what Philadelphia is to New York: The butt of jokes about a dull town with residents to match.

Indianapolis is Indiana-No-Place or Nap-town, as in snooze. It is where you spent a week one day, where the caddy tells you that the best place to eat around here is Chicago.

Indianapolisans play the game, too. Novelist Kurt Vonnegut Jr., a native son, said the city watches its annual 500-mile auto race one day and sleeps the rest of the year. Indiana Bell Telephone Co. besmirches the city's reputation for literacy by listing itself in the white pages under "Fone Company," among other ways.

Here is a current brouhaha over whether a giant domed stadium—a building downtown should be named the Hoosierdome, after Indiana's cherished court-nicknamed: more than one observer has suggested that the only appropriate name for any professional football or baseball team that makes the stadium its home would be the Hicks.

Holding Its Own

In recent years, though, Indianapolis has done something that few of its putatively more cosmopolitan Northern neighbors can match: It has held its own against the Sun Belt in the war for population and jobs. It has even gained a bit.

Indianapolis isn't claiming victory yet. Its current unemployment rate of 9.5% about equals the national average, and the city itself experienced a population dip to just over 700,000 in the 1970s. But during the past decade it broadened its tax and job bases, and the population of its metropolitan area increased by 5%, to almost 1.2 million, making it the third-fastest-growing region with a million or more inhabitants in the Northeast and North Central states. (Minneapolis-St. Paul and Columbus, Ohio, grew faster.)

More important, city officials believe Indianapolis used the '70s to build a solid foundation for future growth. Its downtown is in the midst of a rebuilding boom that Republican Mayor William H. Hudnut III says will turn the city into an economic "cookie" instead of the "doughnut" other older towns have become. Indianapolis has singled out goods distribution, conventions, sports and scientific products as prime prospects for new-job development, and it is pursuing programs to woo them.

Mr. Hudnut and local businessmen tirelessly tout a "partnership" of government, business and philanthropy, especially the huge Lilly Endowment, that they assert is leading the city to a bright tomorrow. "Some people say an 'elite' runs this town. I don't like that word. I prefer 'leadership,'" says Frank McKinney Jr., the 43-year-old chairman of American Fletcher National Bank, the city's largest. "Over the last dozen years we've developed a process to hatch ideas and bring them to fruition."

Some Dissident Voices

Not everyone is pleased with the way things are going. Residents of some older city neighborhoods—particularly blacks, who make up almost 20% of Indianapolis's population—feel that their interests are being neglected and that they are left out of local decision making.

The most-recent focus of unhappiness has been the 63,000-seat domed stadium. Some have questioned the wisdom of building such a unit in a city that has no big-league football or baseball teams, have taken exception to its price tag of \$77 million (up from estimates of \$66 million less than two years ago) and have opposed a 1% restaurant tax enacted to help pay off the bondholders.

"I'm not against progress, but I have difficulty supporting a stadium when our schools are woefully underfinanced and other city services are inadequate," says State Sen. Julia Carson, a black who has represented an Indianapolis district in the Indiana legislature since 1972. She adds, "The mayor and the Lilly Foundation wanted the stadium, so it was built. That's the way things are done here."

Mayor Hudnut is unapologetic about the project. "We're building the stadium downtown, so it will keep business in the city instead of letting it get away," he says. "It's being tied to our existing convention center in a way that it should pay for itself even without a lot of big-time sports events. It's the kind of productive facility that will pay off for everybody in the long run, the kind of thing more cities would build if they could."

The Unigov System

One big reason Indianapolis has been able to do what it has in the last dozen years is its unusual Unigov system, the partial consolidation of city and Marion County government that took effect in 1970. In a single act, the Indiana legislature increased Indianapolis's population by some 250,000 persons and its land area by about 275 square miles, propelling it into the top echelon of U.S. cities (it is 12th biggest in population now).

Enactment of the plan was made possible by the election in 1967 of mayor (now U.S. Senator) Richard Lugar, a Republican, and the 1968 GOP sweep of the Marion County state-legislature contingent. That enabled a Republican-controlled Indiana legislature to ram through without a referendum what York Willbern, a professor of political sci-

Please Turn to Page 23, Column 1

Star of Snow Belt: Indianapolis Thrives on Partnership Of 'Unigov' Government, Business and Philanthropy

(Continued From First Page)

ence at Indiana University at Bloomington, calls "the suburban takeover of a major city."

Unigov is a lot less neat or comprehensive than outsiders may think. Although such functions as zoning, planning, health, parks and capital improvements are handled countywide, Indianapolis retains its previous nine township school districts and separate city and suburban police departments. Three towns within city limits keep the right to elect their own mayors while also voting for the mayor of Indianapolis. The 56 taxing districts in Indianapolis send out 101 different combinations of tax bills. It is a sort of government by cafeteria that allows former suburbs to choose what city-wide functions they will or won't join.

Yet even its detractors say it has brought benefits. The mayor of Indianapolis now is the undisputed chief political executive of the county, with much-expanded powers, and the flight of jobs, taxes and middle-class citizens to the suburbs circumvented. "In most cities, you have a decaying core surrounded by suburbs filled with people who want nothing to do with it," says Prof. Willbern. "Because of Unigov, Indianapolis today thinks and acts like a single political community. The importance of that can't be discounted."

More concretely, Unigov has brought the city a solid line of Republican mayors who have successfully courted corporate business cooperation. Mr. Lugar was reelected in 1971. Mr. Hudnut, a Presbyterian minister and former congressman, won in 1975 and 1979, and he is expected to win a third term next year.

Business involvement in Indianapolis politics is channeled mostly through two groups with close ties to each other: the Greater Indianapolis Progress Committee and the Corporate Community Council. The GIPC is a broad-based organization that studies and recommends solutions to city problems. The CCC, composed of the "chief decision makers" of the largest firms in Indianapolis, places corporate resources behind selected projects.

The other major element in Indianapolis's revitalization has been the Lilly Endowment, whose assets of \$763 million at the end of 1981 made it the nation's sixth-largest charitable foundation. The 45-year-old institution, created by the founders of Eli Lilly & Co., the pharmaceuticals concern based here, increasingly has swung its benefices to local causes, with considerable effect.

Many of Lilly's local grants—to theaters,

orchestras, colleges and museums—are typical for large foundations. Decidedly untypical is the money it has poured into capital projects of late. Its largest single gift was \$25 million for the domed stadium. It also has kicked in \$10.5 million for a just-completed championship swimming and diving facility here, \$5 million for the planning of White River Park, a proposed giant amusement and exhibition area just outside the downtown, \$4 million for a new track and field stadium and \$700,000 for a track for bicycle races.

Sports Center

Indianapolis's drive to become a sports center has already paid off in a number of major national and international sports events. Foremost among them is the National Sports Festival, the annual Olympic-warm-up competition, set for July 23 to 31. The event is expected to draw 2,600 athletes and about 50,000 other visitors.

The city hopes its push for more jobs in goods-distribution and scientific-products fields will make up for recent job losses in its bellwether auto-parts industry. It believes its position as a transportation center (several railroads and four interstate highways run through town) makes it a natural location for firms engaged in warehousing, transportation and wholesaling. Indeed, it added about 6,000 jobs in those areas between 1975 and 1980.

It is pinning its hopes for a science boom on Indiana University-Purdue University at Indianapolis (IUPUI), an entity formed in 1969 from a jumble of professional schools and extension courses run here by its parent institutions. The university is little known outside this city, and in true Indianapolis fashion it is denigratingly called "Ooey-Poey" hereabouts. Still, its enrollment has grown to more than 23,000 from 13,000 at its formation, and it is gaining distinction for its medical school and work in agriculture and engineering.

Mourning for the Past

If none of the courses Indianapolis is taking seem particularly new, that is also in the city's character, observers say. "Indianapolis has always sat back, watched what was happening in the rest of the country, and picked what it liked," says George Geib, a

history professor at Butler University here. "This was true of its late-blooming industrial development in the early 1900s and its recent moves into downtown renovation and big-time sports. The fact that we're always 10 or 15 years behind the times has given us a permanent sense of nostalgia. We mourn for the past even while we're hustling to catch up with the present."

The old ways survive, too, in Indianapolis's neighborhoods. Some newcomers say it isn't easy to break into the established friendship and family patterns of longtime residents.

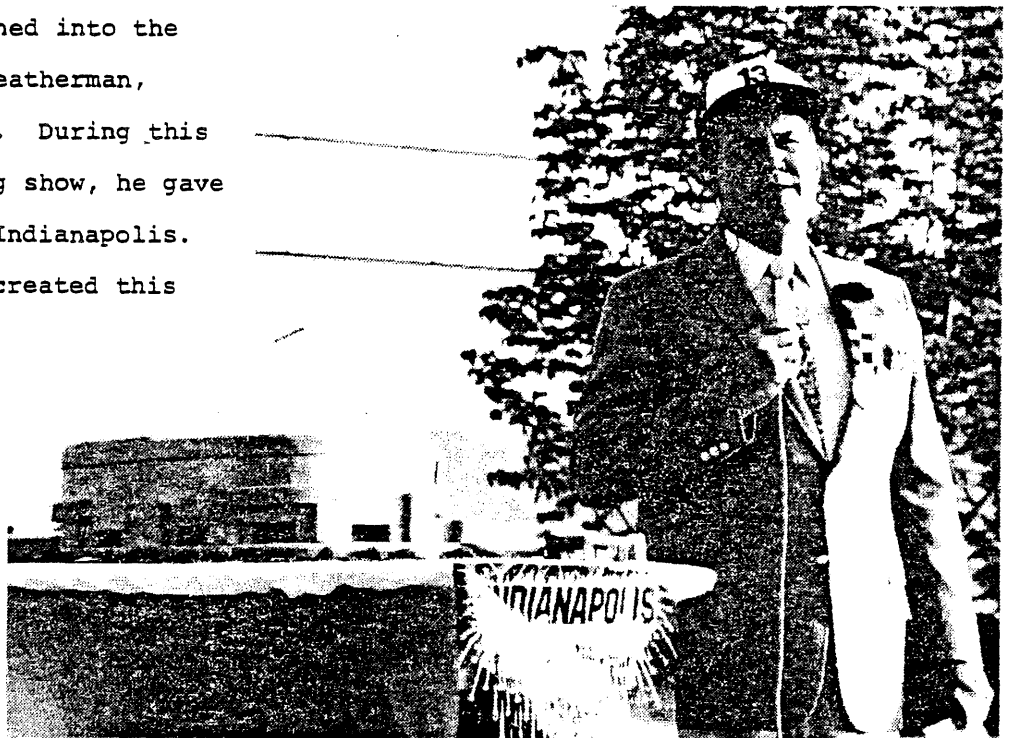
"It's basically a lazy town, very Southern in flavor," says Brian Vargas, a professor of sociology at IUPUI and a native of California. "It's a friendly enough place, but only if you've been here awhile. People spend Sundays visiting Grandma or Aunt Susie, not having barbecues with their neighbors. In other big cities where I've lived, the first question you're asked at a party is, 'What do you do for a living?' Here, it's, 'Where are you from?' or 'What religion are you?'"

Even this may be changing. Earlier this year, people here were shocked when figures released by the National Center for Health Statistics showed Indianapolis's divorce rate to be the highest of any big city in America.

The Indianapolis Star, the city's largest-circulation paper, headlined its story on the subject "Top U.S. Divorce Rate Baffles Hoosier Experts." Indianapolis residents like to think of themselves as "family-oriented and unspoiled by the excesses of both coasts" the story said, but they "apparently are struggling with the same stresses that beset other parts of the country."

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Blackmer & Blackmer
Public Relations & Advertising
1810 East 62nd Street
Indianapolis, Indiana 46220

WALL STREET JOURNAL

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TUESDAY, MAY 20, 1980

With The 'Indy 500' Come Cleveland Jokes

By RICHARD MARTIN

INDIANAPOLIS—It isn't tourists and traffic jams the local folks object to. Those thronging to qualifying heats and the May 25 running of the 64th Indianapolis 500 will spend an estimated \$25 million here.

It's sportswriters who rile the residents. Inevitably, some of their whimsical columns for the folks back home will call this, the nation's 12th largest city, "Indy-no-place," a "cornfield with lights," or "Naptown."

What's next, Cleveland jokes about Indianapolis?

Not if David Blackmer, a longtime auto publicist, racing buff and Indiana booster, can help it. Mr. Blackmer's optimism always has been unflagging. He was cranking out new hype on the latest Studebakers until the day they closed the plant.

(He still insists: "Studebaker could have made it if everyone who worked there had bought one of their cars." The same ploy could work yet, he thinks: "If everyone at Chrysler would buy a Chrysler car, they'd be out of the woods. But go look at their plant parking lots. They're loaded with foreign cars.")

Mr. Blackmer's against a scheme that brings a gleam to the eyes of some city fathers—a slick, nationwide advertising campaign extolling the virtues of Indianapolis. "That's the wrong way to try to build a city's image," he says. "I want to see them do it from the inside out."

He has offered his own three-pronged plan to the city (for a price, of course) as an alternative to a massive media blitz. The mayor's office and Greater Indianapolis Progress Committee didn't immediately adopt his plan. Nevertheless, it is imaginative, probably original, and maybe of interest to other needy cities—perhaps Des Moines or Buffalo.

Mr. Blackmer first would throw a big party for the city's cab drivers and hold a one-day indoctrination session, with pay, for bellmen, desk clerks and other hotel service personnel. "I'd show them all around downtown to make sure they're aware of what we're doing there, of what this city has to offer and the plans we have for growth," he says.

On a minuscule scale, he's already doing that as part of a promotion campaign for a restaurant client. He's wining and dining a "cabbie of the week," in hopes they'll spread the word to other drivers, so when passengers ask, "where's a good place to eat around here?" the answer won't be "Chicago."

"I was in St. Louis a few weeks ago, and the bellboys and cab drivers really talk up that city," Mr. Blackmer says. "I didn't hear a bad word about it in the three days I was there. And Toronto—cab driv-

ers there turn into instant tour guides when an American gets in. They're real civic boosters."

Step two would take many of the television interviews with race car drivers out of the Indianapolis Motor Speedway, to more picturesque backdrops such as Obelisk Square, the Indianapolis Zoo or Butler University. Mr. Blackmer would do the same during the U.S. Open Clay Court Championship Tennis Tournament in August, taking stars out of the \$7 million municipal tennis stadium and concert center and into settings like the Indianapolis Museum or its 140-acre botanical gardens.

Part three is the hard sell. Everyone who got press credentials for the race or tennis tourney would be assigned a "host couple." "Reporters would all get letters from these couples," explains Mr. Blackmer. "We'd offer to pick them up at the airport and list names and phone numbers of our own dentist, doctor, attorney and the maitre d' of our favorite restaurant. We wouldn't house them, just try to get together for dinner at least once and show them the town. They'd feel like they had friends in Indianapolis before they even got here."

With his wife and business partner, Ann, Mr. Blackmer has been hosting on a small scale. "We've entertained a lot of visiting reporters just to get them away from the track for a while, and none have ever gone back and written 'Naptown,'" he says, "just because we showed them some Hoosier hospitality."

A Blackmer tour of the city starts downtown, with a spin around "the circle" and the Soldiers' and Sailors' Monument. The narrative is practically nonstop. First the old city market area, a bustling, Boston-like \$5 million bicentennial restoration project of the city's biggest benefactor, the Lilly Endowment Inc.

Nearby is the beginning of a downtown housing renovation. Lockerbie Square, a few blocks of small Victorian homes gleaming like a commercial for Sears' Weatherbeater paints. Down cobblestoned Lockerbie Street the brand new home of a bank president nestles across from 19th Century American poet James Whitcomb Riley's old home. "We've got the problems of all downtowns, but ours is coming back," says Mr. Blackmer.

There's a big downtown convention center. "And we're thinking of building a domed stadium across the street from it," he says. "Pontiac, Mich., uses its domed stadium for trade shows and it's in use almost constantly." At the edge of downtown the planned 250-acre White River Industrial Park starts and stretches west.

There's the free children's museum, "the biggest in the country, with an antique merry-go-round, race car and huge

model train layout inside," he says. And the usual parks, theaters, museums, college campuses and playgrounds. Then shady, hilly outlying neighborhoods reminiscent of Kansas City. "Kansas City. Now there's a place that knows how to project a great image," he says. "They seem to do everything right."

Finally, there are drinks at the Blackmers' spacious home deep in a grove of tall pines. "We're trying to get a National Football League franchise for our (planned) domed stadium," he frets. "What's Pete Rozelle going to think if he keeps picking up Sports Illustrated and reading about 'Naptown U.S.A.'?"

"Right now Indianapolis has absolutely no image, good or bad," he adds. "And that's all we need, just an even break, a neutral starting point with Pete Rozelle and people around the U.S. who make those executive decisions about where to locate their Midwest headquarters or put a new plant. When people come here they love it. You can't get rid of them. It's getting them here that's the problem."

Mr. Martin, the Journal's Chicago bureau chief, learned to appreciate big cities by growing up in Cheyenne, Wyo.

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

January 26 - February 1, 1983

Date of Committee Meeting: January 28 and 29, 1983

Place of Committee Meeting: General Office

Present: Members - Harris G. Hunter, E. B. "Mac" McKittrick, Robert G. Sinn
Chairman - Henry L. "Les" Myers, Jr.
Staff - William A. Brown, Alonzo J. Bryan, Robert M. Detloff,
James L. Sheets

1. Budget Review

A review of the 1982-83 budget through December was conducted. All expenditures are within the budget.

2. Membership Statistics

As of January 25, 1983, there have been 17,222 additions and 21,377 deletions processed. This compares to 17,780 additions and 20,748 deletions for the same period one year ago. This reflects a greater drop in membership than last year of 1,187.

As of January 25, 1983, the building of new Kiwanis clubs was 45 new clubs behind last year. Forty-five clubs at 25 members per club totals 1,125. Subtracting the number of members lost due to the decrease in new club growth, the loss in established clubs would have been 62.

3. Certified Membership Report

The Committee reviewed the Certified Membership Figures reflecting a gain in membership of 1,010 for the 1981-82 administrative year throughout all Kiwanis International. The Committee has directed that the membership figures for the 1982-83 administrative year be based on the Certified Membership as of October 1, 1982 through September 30, 1983.

4. New Club Statistics

New clubs organized in the 1982-83 administrative year through January 28 totaled 48. This compares with 90 clubs established by the same date in 1982.

5. Revocation of Charters

A list of 50 clubs recommended for charter revocation by the various districts was presented (Exhibit A). It was the consensus of the Committee that the charters be revoked.

Recommendation #1:

The Committee recommends that the charters of the 50 clubs listed in Exhibit A of this report be revoked.

I move that recommendation 1 be adopted.

(Adopted)

It was reported that the charters of two clubs were erroneously revoked in the October Board Meeting due to an administrative error. It was the consensus of the Committee that the two clubs be reinstated and placed on the list of non-meeting clubs.

Recommendation #2:

The Committee recommends that the charters of the Kiwanis Club of Simcoe, Ontario and the Kiwanis Club of Scarborough, Trinidad be returned to non-meeting status and the action revoking their charters be rescinded.

I move that recommendation 2 be adopted.

(Adopted)

6. Standards for establishing New Clubs

The Kiwanis Club of Canton, Michigan has suggested a bylaws change in regard to New Club Building (Exhibit B). The consensus of the Committee was that this amendment should not be adopted in the International bylaws. It was also agreed by the Committee that if the district presented a bylaws change, the International Board would not look favorably upon approving it. The Committee has directed staff to answer the correspondence from the Michigan District recommending that they include in their district policy a statement that as a courtesy, every club in a division where a new club is to be built be informed of the action prior to the organization of the club.

It was generally agreed that not all newly organized clubs are receiving the attention they need to develop into well-organized, service-oriented clubs. The Committee reviewed progress report forms that had been developed by staff some years ago and instructed the staff to update these forms (Exhibits C, D and E) and put them into use as quickly as possible.

7. Utilization of Field Service Representatives

Staff reported that the Field Service Representatives during the first three months of this administrative year were busily engaged in various

educational processes with KIAR's and district officers. For the remainder of this year, the Field Service Representatives have been instructed to work closely with the KIAR's in on-the-job training programs for new club building.

8. Review of KIAR Program

The KIAR program is now in its second year. The accredited representatives have been asked to expand their program to include not only new club building, but also membership growth in existing clubs---particularly working with the Charter II program. A program for recognizing KIAR's and adding prestige to their position is being developed.

9. Discussion of Membership Requirements

A discussion was held in regard to the desirability of returning to a classification of membership program. The general consensus was that we are not at present ready to recommend this as a policy. However, staff was instructed to promote the use of occupational classifications in community analyses to encourage clubs to look at all appropriate occupational fields for prospective members.

10. Promotion of Membership Growth

Because of a need to increase manpower for new projects this year, President John Roberts has encouraged staff to develop a program for the promotion of membership growth. The promotion, as outlined by staff, will be: "April is Membership Round-up Month." The material which will be sent to every club president and district officer will encourage each club to conduct a project brainstorming session (community analysis) during the month of March and to develop a new project. In April, each club will be encouraged to conduct a membership round-up to be able to supply the manpower necessary to complete the new project. Total budget necessary for the proposed project is \$18,000. It is anticipated that \$8,000 of this amount can be absorbed in our current budget, but that an additional \$10,000 will be needed.

Recommendation #3:

The Committee recommends that the joint community analysis and membership round-up program be adopted and that an additional \$10,000 be allocated to budget item 19-158-01 for the implementation of this project.

I move that recommendation 3 be adopted and referred to the Finance and Administration Committee for implementation.

(Adopted)

The Committee also discussed new projects that would encourage membership growth. Staff was requested to develop a possible community project in regard to food banks, etc., and study the feasibility of a Kiwanis assistance program.

11. Member Transfer Form

Before a member of one Kiwanis club can transfer automatically to another club, a bylaws change would be necessary. It was the concensus of the Committee that many local clubs would not like to lose their autonomy and be forced to accept a member that was not approved by their board of directors. With that in mind, staff has prepared a referral system. A double postcard form would be sent to each Kiwanian who is reported by his club for deletion from membership. This form will serve a dual purpose: (1) If the member has relocated, we will have his new address and will be able to forward to the nearest club secretary a recommendation for membership; (2) If the deleted member has been dissatisfied with Kiwanis or his local club, we will have this information to help us develop a program for the retention of members. Staff was directed to develop the final form for adoption at the May Board Meeting. It is the intention of the Committee to recommend that the referral form be put into effect beginning October 1, 1983.

12. 1981-82 Distinguished Award Recipients

The following members of the 1981-82 Class of Governors were determined to be recipients of the "Distinguished Governor Award":

Alabama	Andrew A. Chaffin
Benelux-France-Monaco	Roger Luccioni
Capital	A. James Kauffman
Eastern Canada and the Caribbean	F. Keith McGruer
Georgia	Fred Green
Iceland	Ingvar Magnusson
Louisiana-Mississippi-West Tennessee	Charnia L. Cheatwood, Jr.
Michigan	Paul E. Tomshany
Missouri-Arkansas	Les Mace
Montana	R. H. "Buff" Hultman
Nebraska-Iowa	Gerald D. Bloom
New Zealand	Donald J. D. Sayers
Norden	Kaare Soerby
Pacific Northwest	Don Miles
Pennsylvania	Dr. Claude E. Sweppenhiser
Philippine South	Eladio E. Aviola

Staff reported that 282 lieutenant governors and 1,782 club presidents qualified for 1981-82 distinguished awards.

A plaque is to be prepared for the governor of the Provisional District of Korea, Dr. Tai I. Choi, commending his efforts for an outstanding year.

Recommendation #4:

The Committee recommends that the 16 men named in this report under the 1981-82 Distinguished Award Recipients section be designated as Distinguished Governors for 1981-82 and that a plaque be prepared for the 1981-82 Governor of the Provisional District of Korea, commending his efforts for an outstanding year.

I move that recommendation 4 be adopted.

(Adopted)

Recommendation #5:

The Committee recommends that the lieutenant governors and club presidents who qualified be approved as Distinguished for the 1981-82 administrative year.

I move that recommendation 5 be adopted.

(Adopted)

13. Criteria for 1983-84 Distinguished Awards

President-elect Aubrey E. Irby addressed the Committee concerning the 1983-84 Distinguished Award Programs. After discussion and review of the criteria, the Committee recommends that the attached Exhibits F, G and H of the criteria for the Distinguished Award Programs be adopted.

Recommendation #6:

The Committee recommends that the criteria for the Distinguished Award Programs, attached as Exhibits F, G and H, be accepted.

I move that recommendation 6 be adopted.

(Adopted)

14. Report on Promotional and Educational Supplies

A report was presented to the Committee from the Supplies Department indicating that all printed material having to do with Kiwanis education and membership promotion are being provided at cost. The audiovisual programs, however, are in the profit area. It is the opinion of the Member Services Committee that all educational and promotional material be made available to clubs at the lowest possible cost and when financially feasible, at no cost to the club.

15. Discussion of whether requirement of "weekly" meetings should be optional

A discussion was held on this subject; however, the Committee does not feel that any change is desirable at this time.

16. Charter II - Sponsor II Programs

Staff reported that the Charter II program seems to be gaining momentum. During the first three months of this administrative year, 121 Charter II's have been presented---31 in October; 38 in November; and 52 in December. The Sponsor II program has been slow in getting started; only one club has qualified as a Sponsor II this year. The Committee encouraged staff to continue the promotion of both programs.

17. Report of Growth in International Extension Areas

The Committee noted that 35% of the clubs organized this Kiwanis year are located in areas outside of the U.S. and Canada. The International Extension Department reported there are indications that new club production in the overseas areas will be near to that of last year, in which 103 clubs were organized outside of North America.

18. Report of the KI/KI-E Committee Meeting

The Committee reviewed the "Report on the Meeting of the Kiwanis International/Kiwanis International-Europe Relations Committee." The Committee suggests that all Board members study this report. Another meeting of the KI/KI-E Relations Committee is scheduled to be held in Indianapolis on March 5 and 6, 1983. The Committee noted that provision to cover the expenses of the second meeting is included in the 05-110-04 account.

19. Preparations for the Asia-Pacific Conference

The Committee reviewed the preparations which have been made for the Ninth Asia-Pacific Conference, which will be held in Cebu City, Philippines, from April 8 to 10, 1983. Kiwanis International will be represented at the conference by President John Roberts, who will be assisted by Assistant Secretary for International Extension Robert Detloff.

The budget for the Conference as submitted by Conference Chairman Hernan Streegan appears to be realistic. The Committee noted Hernan's statement in his letter of January 4, 1983, to Robert Detloff that the Philippine South District Host Committee is prepared to cover any deficit which may occur in connection with the Conference.

Included in the Conference will be a Kiwanis Education Workshop and a Business Session. It is the understanding of the Committee that the Chief

Delegate system of voting, as approved by the Kiwanis International Board, will again be used at this conference.

At the 8th Asia-Pacific Conference held in Kuala Lumpur, Malaysia, last year, the chief delegates approved a resolution requesting Kiwanis International to furnish field service to the Asia-Pacific Area. The Committee feels that the potential for growth in the six districts, one provisional district, and six non-districted areas in the Asia-Pacific warrants the appointment of a field service representative for this area. To make sure that there is adequate provision for this in the budget and to give staff time to find the best candidate for this position, the Committee recommends that the position be filled as of October 1, 1983.

Recommendation #7:

The Committee recommends that a Field Service Representative be authorized for international extension as of October 1, 1983, and that he be assigned to work in the Asia-Pacific Area.

I move that recommendation 7 be adopted.

(Adopted)

20. Review of Working Paper on International Extension

The Committee also discussed at length the "Working Paper on Five Problems of International Extension" prepared by staff. This paper is included in Member Services section of the book of background materials sent to you and the Committee recommends careful study of it.

The Committee believes this Working Paper deserves further study and requests that staff continue to work at finding solutions to the problems delineated and to bring to the next meeting of the Committee suggestions for recommendations to the Board in regard to solving these problems.

21. Extension into New Countries or Areas

The Committee reviewed a request received from a Kiwanian of the Benelux-France-Monaco District that extension into the Central African country of Zaire be approved. The Committee requested that staff prepare further background material concerning this country for its next meeting.

Regarding the policy to be followed in deciding to go into a new country, the Committee members agreed that the current selection by the Board on the basis of individual consideration of each request should be continued.

22. Foreign Exchange

The Committee also considered requests received from clubs in Mexico, Argentina, Costa Rica, El Salvador, and Nicaragua that assistance be given

to them in paying their international dues, because of the recent large devaluations of their currencies. While the Committee realizes the increased burden which buying dollars to pay international dues imposes on these clubs, it feels that to insure uniformity of dues payments by all Kiwanis clubs, it is necessary that the requirement for paying dues in U.S. dollars be adhered to throughout the Kiwanis world. However, in light of the fact that much of the indebtedness of clubs in these countries to Kiwanis International was incurred before the rapid and unexpected devaluation of their currencies, the Committee makes the following recommendation:

Recommendation #8:

The Committee recommends that payments of the outstanding amounts owed by clubs in Mexico, Argentina, Costa Rica, El Salvador, and Nicaragua be accepted at the currency exchange rates in effect at the time the bill was incurred, provided that payment is received within 90 days of the date of this report, after which the currency exchange rate at the time of payment will apply.

I move that recommendation 8 be adopted.

(Adopted)

Recommendation #9:

The Committee recommends the payments of outstanding amounts owed by clubs be the equivalent in U.S. dollars at the currency exchange rates in effect the date of the billing, providing the account is paid within 60 days. Otherwise payment must be at the exchange rate on the date of payment.

I move that recommendation 9 be adopted.

(Adopted)

23. Minimum Dues Billing

The amendment to the bylaws presented at the Minneapolis Convention in regard to minimum dues billing was discussed. It is the opinion of the Committee that it would be inappropriate to resubmit this item at present and will hold this topic for future consideration.

Respectfully submitted,

HARRIS G. HUNTER

E. B. "MAC" McKITRICK

ROBERT G. SINN

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

THE FOLLOWING CHARTERS WILL BE CONSIDERED FOR REVOCATION AT THE MEETING OF THE
INTERNATIONAL BOARD OF TRUSTEES—JANUARY 31 - FEBRUARY 1, 1983

ANDEAN	CLUBS	DIVISION	COMPLETION DATE
	Armero, Colombia	7	02-26-78
	Armenia, Quindio, Colombia	5	05-30-79
	Florencia, Colombia	9	08-05-77
	Gualaceo, Ecuador	12	09-22-78
	Libano, Tolima, Colombia	7	05-21-79
	Los Puentes, Tolima, Colombia	7	03-06-79
	Pereira, Risaralda, Colombia	5	03-07-79
	Pilalito, Huila, Colombia	9	05-15-79
AUSTRALIA	Prospect, South Australia	3	06-25-76
GEORGIA	Dublin, Shamrock	5	09-16-78
	Lilburn	10	08-17-78
	North Fulton, Atlanta	1	01-24-80
	North Peachtree, Atlanta	14	06-20-80
NEW ENGLAND	Avon Canton, CT.	3	06-04-79
	Mansfield, MA	5	06-06-78
	Providence Downtown, R.I.	5	09-06-78
	Watertown-Oakville, CT.	2	02-28-79
	Wolcott, CT.	2W	10-16-80
NEW JERSEY	Jefferson Twp., Oakridge	10	09-07-77
	Moorestown-Mt. Laurel	4	09-21-50
NEW YORK	Kings County Golden K	3	09-25-80
OHIO	Glouster	9	10-16-25
	Jackson Center	3E	11-16-65
	Mineral Ridge	25	11-20-80
	Nordonia Hills	20	06-25-51
PACIFIC NORTHWEST	Aloha, Oregon	64	07-25-72
	Interstate, Portland, Oregon	5	09-23-69
	Malin, Oregon	84	03-12-81
	Rainier Dist., Seattle, WA.	26	11-08-49
	Woodstock, Portland, Oregon	62	09-23-70
ROCKY MOUNTAIN	Las Animas, Colorado	12	06-10-43
TEXAS-OKLAHOMA	Allen, Oklahoma	22	08-30-76
	Amarillo-East Texas	22	12-14-71
	Broken Arrow, Oklahoma	15	06-14-78
	Del Rio, Texas	5	04-25-74
	Donna, Texas	26	09-05-73
	Kingsville-Javelinas, Texas	4	09-17-69
	Marlow, OK	20	06-16-81
	Miami, OK	27	07-29-63
	Oklahoma City, Capital, OK	30	01-19-72
	Ridgmar, Fort Worth, TX	29	07-21-81
	Rio Hondo, Texas	11	11-27-79

CONT'D CLUBS CONSIDERED FOR REVOCATION

<u>WESTERN CANADA</u>	<u>CLUBS</u>	<u>DIVISION</u>	<u>COMPLETION DATE</u>
	Yorkton, Saskatchewan	4	04-24-53
 WISCONSIN-U.M.	Greater Calumet County, Chilton, WI	7N	09-29-80
	Janesville Starlite, WI	2E	04-07-21
	Sun Prairie, WI.	2W	05-11-72
 NON-DISTRICTED	Kusan, Korea		04-20-77
	Pusan, Korea		07-10-70
	Sa-Cheon, Korea		10-27-69
	Yongsan, Seoul, Korea		03-07-76

Total: 50

MINUTES OF THE MEETING

MICHIGAN DISTRICT OF KIWANIS
(Tabled By-Law Committee)

Date of Meeting: Saturday, December 11, 1982

Place: Sutherland & Yoe, Plymouth, Michigan

Members Present: Arnold Sarya, Governor
Leonard Gordon
J. Douglas Alexander
Timothy Yoe, Chairman
Frank Kobliska
Roger Gladson
James Nelson
Robert Crary
James Ryan
Jon Miller
Jerry Lutz, Guest

The chairman explained briefly the purpose of the meeting and gave some of the background information regarding the rationale for Canton's proposed by-law amendment. After considerable discussion regarding the problems, which initiated the by-law proposal as well as other concerns, it was decided by consensus to limit our activity as a committee to the one aspect which resulted in the Canton by-law proposal. However, the other concerns raised would be listed for consideration by some other committee in the future.

Jim Ryan of the Canton Club presented a review of the attempts by their Club to have the proposal considered by Kiwanis International, as well as the Michigan District, and the "Ping Pong Ball Routine" that was encountered to find out if the proposal should be handled at the District level or the International level. Also he indicated the Club would be receptive to changes in the language of the proposal in light of the additional information presented.

Bob Crary of the Jackson Club reviewed his objections to the language of the original proposal. After considerable discussion, a revised, proposed by-law amendment incorporating language acceptable to this committee as well as the Kiwanis Club of Canton was prepared and is recommended by this committee for adoption.

Specifically the proposed by-law changes are:

Proposed Amendments by The Kiwanis Club of Canton:

ARTICLE VIII, Section 14, is amended by adding the underlined language:

"The Committee on New Club Building shall study the opportunities for introducing Kiwanis into new communities located within the district, and shall stimulate and cooperate with chartered clubs of the district in their efforts to enlarge the field of Kiwanis service by the building of new clubs. Before the organization of a new club within the district,

the Chairman of the Committee on New Club Building shall file a written statement that: (1) the secretaries of all clubs in the division to which the new club will be assigned and in adjoining divisions have been notified in writing of the proposal to establish the new club; (2) the establishment of the proposed new club will not substantially hinder the progress or materially dilute the effectiveness of existing clubs; (3) the proposed charter members of the new club meet, or will meet, Kiwanis International requirements; and (4) the proposed club is being sponsored or co-sponsored by a club in the division to which it will be assigned for its primary fund raising and service activities.

ARTICLE IV, Section 1, is amended by adding the underlined language:

"Every chartered Kiwanis club in this district shall be a member of this district, provided that clubs organized after September 30, 1983, shall meet the requirements set forth in Article VIII, Section 14."

ARTICLE V, Section 4 (c), is amended by adding the underlined language:

"The Lieutenant Governors shall assist the Governor in the work of the district. They shall represent the Governor and they shall have full responsibility under the direction of the Governor in supervising the district executive work in their respective divisions. Each Lieutenant Governor shall, at least once each year, arrange a joint meeting of all the clubs in his division for the official visit of the governor. He shall also assist in organizing any clubs in his division in such communities as may be deemed advisable, and shall see that the requirements set forth in Article VIII, Section 14, have been met. The Lieutenant Governors shall also perform such other duties as may be assigned to them by the Governor or the Board of Trustees.

Recognizing the import of the substance of this proposed amendment, we recommend that the following action be taken:

1. The Michigan District Board endorse this proposed by-law amendment for adoption at both the District level and the International level.
2. In the interim, the Michigan District Board adopt the proposal as part of its district policy.
3. Due to time constraints, consideration might be given by the executive committee for a recommendation to Kiwanis International regarding this matter for its January board meeting deliberations.

Other salient concerns noted by this committee are:

1. Problems unique to the formation of regional type clubs rather than clubs which readily identify to a recognized locality.
2. Sponsorship of new clubs by club(s) which have not been in existence for any length of time, i.e. club less than six months old sponsoring another new club.

3. Reiteration of responsibilities by sponsoring club(s) for the new club after organization, i.e. stay with them for a year to get things going in right direction.
4. Difference in number of members required for organization and charter versus a organized group, i.e. 20 for organization then 25 for charer causes consternation and confusion.
5. Question—What is the significance of a chartered club versus an officially organized club? Are there any meaningful differences?
6. Lack of identifiable boundries presents problems for fundraising and service activities.
7. Clubs composed largely of a membership with a common ethnic background do not appear to operate within the spirit of Kiwanis as being representative of a broad base of community leaders.

No further business, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Timothy C. Yoe
Chairman

PRESIDENT'S PROGRESS REPORT
of

Club Service
Field Service

NEW KIWANIS CLUB OF _____

District _____ Division _____ For Month of _____

To be forwarded on the last day of the month

PROGRAMS

How far in advance are Programs secured? _____
 Is Program Chairman reminding speakers in advance? _____
 Are programs diversified? _____
 Is Program Chairman making arrangements for reception and introduction of Speakers? _____
 Is he writing "Thank you" letters to speakers after the meeting? _____

MEMBERSHIP

1. Number of members: (a) when organized _____ (b) now _____ (c) net gain or loss this month _____
2. Are definite plans made for membership development? _____
3. Was the regular board meeting held last month? _____
4. Is the Secretary effectively carrying out his duties? _____
5. Did he send a monthly Membership and Activity Report last month? _____
6. Did he submit the additions and deletions on Individual Member Report Postcards?
 Yes _____ No _____
7. Does your club have a weekly bulletin? Yes _____ No _____
 What is done to stimulate attendance? _____

KIWANIS EDUCATION

Are new members indoctrinated prior to induction? Yes _____ No _____
 Is induction of new members planned and dignified? Yes _____ No _____
 Are new members assigned to committees immediately? Yes _____ No _____

GENERAL

Did your Public Relations Committee promote press and or radio coverage last month?
 Yes _____ No _____
 Is your club planning to attend the next divisional function? Yes _____ No _____
 How many members of your club visited other clubs during the month? _____

ACTIVITIES

What specific activities are being worked on? _____

 Do the majority of club members take an active part in these activities? _____
 Are monthly meetings of the committees being held? _____ Do you attend? _____
 Do the Committee Chairmen report to the Board regularly? _____
 List Activities on which club requires further information from the General Office.

SPONSORSHIP

Are members of sponsoring club (s) present at all your meetings the past month? _____
 If not, how many meetings did they attend? _____
 What specific service did the sponsoring club (s) render since your last report? _____

REMARKS:

Signed _____, President

Kiwanis Club of _____

This copy to be sent to the General Office

LIEUTENANT GOVERNOR'S MONTHLY COMMENT

ON PROGRESS AND CONDITION OF NEW CLUB

To be forwarded by the 15th of each month

	Club Service
	Field Service

Month of _____ on Kiwanis Club of _____

District	Division	Province or State
----------	----------	-------------------

Date of last personal visit _____

Was this your official Visit to the club _____ Your Official Visit to the Board _____
Contact Visit? _____

Have you received the report for last month from the President(s) of the sponsoring club(s) Yes _____ No _____

Is the new club receiving adequate assistance from sponsoring club(s)? Yes _____ No _____

Have you received the Progress Report for last month from the President of the new club?
Yes _____ No _____

Have you received Official Report from Secretary for last month from new Club?

Is the club planning to attend the next Divisional function? Yes _____ No _____

Have you encouraged inter-club meetings?_____

REMARKS:

Signed _____
Lieutenant Governor

PROGRESS ANALYSIS BY SPONSORING CLUB OF

The Kiwanis Club of _____

Province
or State _____

Club Service
Field Service

District _____ Division _____

Month of _____
To be forwarded on the last day of each month

How many members of your club attended each meeting of new club last month?

1st week	2nd week	3rd week	4th week	5th week

Are Committee Chairmen of your club meeting with Committees of New Club? _____

What Specific service did your club render since your last report? _____

Was a regular Board Meeting held last month? _____ How many Directors attended? _____

Is the President adequately discharging his responsibilities? Yes _____ No _____

Do you feel that club has made definite progress during last month? Yes _____ No _____

REMARKS:

Signed _____, President

Kiwanis Club of _____

This copy to be sent to the General Office



1983-84
DISTINGUISHED GOVERNOR AWARD PROGRAM

* MANDATORY CRITERIA *

1. MEMBERSHIP GROWTH: October 1, 1983 through September 30, 1984---a fifty per-cent (50%) add-on in membership in the district, based on the certified mem-bership of October 1, 1982.
2. NEW KIWANIS CLUBS ORGANIZED: A minimum equal to one per division, based on the number of divisions as of October 1, 1983.
3. OFFICIAL VISIT: Complete at least one official visit to each division in the district.
4. LIEUTENANT GOVERNOR VISITS AND REPORTS: All required visits and reports com-pleted by September 30, 1984.
5. LEADERSHIP TRAINING: All the club officers in the district trained---either by attendance at the district convention or by follow-up by Lieutenant Gover-nors---and properly reported.
6. MAJOR EMPHASIS PROGRAM: 80% of all clubs participating in the current Major Emphasis Program.
7. ANNUAL CLUB REPORT: At least 90% of the clubs filing the Annual Club Report by December 31, 1984.
8. SPONSORED YOUTH: Maintain, at least as the minimum, the same combined number of Key Clubs and Circle K Clubs as on active status at the start of the Kiwanis administrative year.
9. PERSONAL SPONSORSHIP: Within the administrative year, sponsor three (3) active Kiwanis members---at least one of these to be in the home club of the Governor.

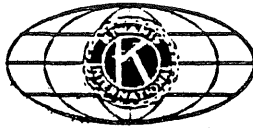
* ELECTIVE CRITERIA *

(Must obtain three of the six Elective Criteria)

10. INTERNATIONAL DUES: Kiwanis International dues paid by all clubs in the dis-trict within the bylaw time limit.
11. CLUB MONTHLY REPORTS: 95% of the Official Club Monthly Reports filed by December 1, 1984.

(OVER)

12. CLUB ELECTION REPORTS: 95% of the Club Election Reports filed by August 1, 1984.
13. INTERNATIONAL CONVENTION ATTENDANCE: Total of attendance from district at the International Convention to equal, at least as the minimum, the same percentage of the membership registered from the district at the last previous convention in that city or region, when applied to the current membership.
14. CLUB REPRESENTATION - INTERNATIONAL CONVENTION: Number of clubs represented at the International Convention to equal, at least as the minimum, the same percentage of the clubs registered from the district at the last previous convention in that city or region, when applied to the current number of clubs.
15. CLUB REPRESENTATION - DISTRICT CONVENTION: A minimum of 80% of clubs represented at the district convention.



1983-84

DISTINGUISHED LIEUTENANT GOVERNOR AWARD PROGRAM

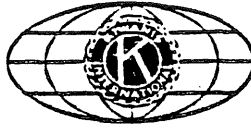
1. MEMBERSHIP GROWTH: October 1, 1983 through September 30, 1984---a fifty per-cent (50%) add-on in membership in the established clubs in the division based on the certified club membership as of October 1, 1983.

OR

A thirty percent (30%) new member add-on in membership in the established Kiwanis Clubs in the division and the organization of a Kiwanis Club or a Circle K Club or a Key Club within the division by the end of the administrative year.

2. LEADERSHIP TRAINING: Have all club officers receive the prescribed training---either through participation at the district leadership education conferences or in the division---and properly reported.
3. MAJOR EMPHASIS PROGRAM: 80% of all clubs participating in the current Major Emphasis Program.
4. DUES: All clubs having paid dues to Kiwanis International and the district within the bylaw time limit.
5. REPORTS AND VISITS: All required visits to clubs completed and all required reports mailed by end of administrative year.
6. CONVENTIONS AND MEETINGS: Attendance at the International Convention, District Convention, and District Board Meetings, unless excused with certification from the district governor.
7. CLUB REPRESENTATION - INTERNATIONAL CONVENTION: Clubs in the division represented at the International Convention---the goal for each division to be established by the district governor.
8. CLUB REPRESENTATION - DISTRICT CONVENTION: Clubs in the division represented at the district convention---the goal for each division to be established by the district governor.
9. CLUB REPORTS: Reports filed by all clubs on time:

Election Report - July 1
Annual Report - October 31
Monthly Report - December 1
10. K-FAMILY: Maintain at least the same number of Kiwanis Clubs, and the combined number of Key Clubs and Circle K Clubs, as on active status at the start of the Kiwanis administrative year.
11. PERSONAL SPONSORSHIP: By the end of the administrative year, personally sponsor for membership at least three (3) active Kiwanis members---at least one of these to be in the home club of the Lieutenant Governor.



1983-84
DISTINGUISHED CLUB PRESIDENT AWARD PROGRAM

1. MEMBERSHIP GROWTH: October 1, 1983 through September 30, 1984---a fifty per-cent (50%) add-on in membership based on the certified club membership of October 1, 1983.

OR

A thirty percent (30%) new member add-on in membership in his club and sponsor (or co-sponsor) a new Kiwanis Club or a Circle K Club or a Key Club by the end of the administrative year.

2. LEADERSHIP TRAINING: Provide prescribed education of club officers, directors, and committee chairmen by the beginning of the administrative year (October 1).
3. MAJOR EMPHASIS PROGRAM: Participation in the current Major Emphasis Program---such participation to be reported on the Annual Club Report.
4. DUES: All dues to Kiwanis International and to the district to be paid within the bylaw time limit.
5. REPORTS: All reports must be filed on time:

Monthly Report - 10th of the following month
Election Report - June 1
Annual Club Report - October 15
6. DIVISIONAL MEETING: Club represented at divisional meeting at the time of the Official Visit of the District Governor.
7. INTERNATIONAL CONVENTION: Have at least one delegate at the International Convention.
8. DISTRICT CONVENTION: Have at least two delegates at the district convention.
9. PROPER FINANCING: Have the club adopt written budgets for club administration and club service projects.
10. PREPARATION AND PLANNING: Have club complete its community analysis and membership survey.
11. SPONSORED YOUTH: If a club sponsors a Key Club, Circle K Club, Builders Club or Keywanettes Club, the club must fulfill its responsibilities of sponsorship and the submission of the required report(s).
12. PERSONAL SPONSORSHIP: By the end of the administrative year, the club president must personally sponsor for membership three (3) active members within the club.

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

January 26 - February 1, 1983

Dates of Committee Meetings: January 26-30, 1983

Place of Committee Meetings: General Office

Present: Members - Mark Arthur, Jr., J. Donovan Jackson, Gene R. Overholt
Chairman - Frank J. DiNoto
Staff - Kenneth M. Ayers, Raymond G. Jeanes, George F. Langguth,
Fay H. McDonald, W. Thomas Nelson, Jr., Donald M. Oberg,
A. G. Terry Shaffer, James P. Tinsley, Jr., Gloria C.
Wilhelm

LAWS, POLICIES AND STRUCTURE - Frank J. DiNoto, Chairman

Separation of Policies and Procedures

The Committee completed its task of dividing the current Policies and Procedures Manual into separate Policies and Procedures. A copy of Committee recommendations on Policies will be sent to all members of the Board prior to the next meeting of the Board for review and comments. The final draft of the Policies to be recommended by the Committee will then be submitted for approval at the next Board meeting.

Policies and Procedures Referrals

At its last meeting the Board adopted a procedure to replace item e (5) on Page E-4 for insertion into Policies and Procedures which now reads:

"The Kiwanis International President or his representative may present the charter to the first club in a new Kiwanis country, provided that the chartering is done in connection with some other pre-planned trip to that general area, so as to reduce expenses to a minimum."

The Committee believes there needs to be some rewording for clarification purposes.

Recommendation #1:

The Committee recommends that the following procedure be inserted into Policies and Procedures to replace current item e (5) on Page E-4:

"The Kiwanis International President may present the charter to the first club in a new Kiwanis country, provided that the chartering is done with a previously planned trip to the general area. Otherwise, the charter should be presented by a representative appointed by the International President from a proximate area to the new Kiwanis country."

I move that recommendation 1 be adopted.

(Adopted)

Previous action of the Board requested that the word "Council" in item k (1) (b) on Page E-5 of Policies and Procedures be changed to "Provisional District." Currently this item reads:

"Council. When deemed appropriate, the Kiwanis International Board may grant authority for a group of Kiwanis clubs having common geographical and custom interests to create a Council. The membership of a council shall be made up of the presidents or duly elected alternates of the member clubs plus a president of said council who shall be appointed by the President of Kiwanis International."

The Committee believes there needs to be some rewording for clarification purposes since clubs are members of the provisional district and the governing body will consist of club presidents and the governor of the provisional district.

Recommendation #2:

The Committee recommends that item k (1) (b) on Page E-5 of Policies and Procedures be revised to read:

"Provisional District. When deemed appropriate, the Kiwanis International Board may grant authority for a group of Kiwanis clubs having common geographical and custom interests to create a provisional district. The board of the provisional district shall be composed of the presidents, or duly elected alternates, of the member clubs, and the governor of said provisional district. Said governor shall be appointed by the President of Kiwanis International."

I move that recommendation 2 be adopted.

(Adopted)

The Committee believes that a Standard Form for Provisional District Bylaws and guidelines should be developed to provide for the proper functioning of a provisional district.

At the last Board Meeting, the Board adopted procedures to replace items k (1) (c) on Page E-5 and 10 a (11) on Page F-5 of Policies and Procedures. These will be inserted as adopted by the Board.

Appropriate corrected pages of Policies and Procedures involving the changes enumerated in the preceding paragraph plus any changes adopted at this meeting of the Board will be mailed as soon as possible.

1982 Amendments to the Constitution and Bylaws of KI-E

Attached as Exhibit A is a copy of the amendments to the Constitution and Bylaws of Kiwanis International-Europe adopted at the 1982 Kiwanis International-Europe Convention.

Recommendation #3:

The Committee recommends that the amendments to the Constitution and Bylaws of Kiwanis International-Europe as delineated in Exhibit A be approved.

I move that recommendation 3 be adopted.

(Adopted)

Past Lieutenant Governors Associations

Several districts have created a past lieutenant governors association. Some of these associations have developed bylaws. The Committee believes that the district board of trustees must have control over such associations and approve any association bylaws. Therefore, the Committee recommends that this matter be covered by a procedure in Policies and Procedures.

Recommendation #4:

The Committee recommends that the following procedure be inserted on Page B-4 of Policies and Procedures under the heading of "Past Lieutenant Governors Associations."

- "1. The bylaws of a past lieutenant governors association shall be approved by the district Board of Trustees, shall be compatible with the bylaws of the district, and must assure that the association shall not in any way interfere with the authority of the district Board of Trustees.
- "2. Membership in such association shall be voluntary."

I move that recommendation 4 be adopted.

(Adopted)

CONVENTION - J. Donovan Jackson, Chairman

Convention Program

Because of the lack of meeting rooms at the Stadthalle, the forums must be held during the general sessions to assure maximum attendance for the entire program. The forums have been interspersed throughout the schedule. A copy of the tentative program is attached as Exhibit B.

Travel Arrangements for Board Members and Past International Presidents

At this time, approximately twenty-six (26) complimentary tickets to Vienna have been earned from the various airlines. A complimentary ticket cannot be used in conjunction with a tour; therefore the Committee agreed that such tickets should be used by persons traveling directly to and from Vienna.

For those Board Members, Past International Presidents and their wives, Kiwanis International will pay the APEX fare cost of travel to and from home and Vienna via the most direct route.

If travel arrangements are made through International Travel Service, ITS will bill Kiwanis International directly for the airline ticket to and from home and Vienna. ITS will bill directly any added travel expenses.

If travel arrangements are not made through ITS, such persons should pay their travel agent directly and then bill Kiwanis for the reimbursable travel costs.

Hotel rooms in Vienna for the Past International Presidents and Board members will be billed directly to Kiwanis International by the hotel. If there are additional costs, including guests or additional rooms, such costs should be paid by the individual directly to ITS or the hotel.

All 1982-83 Governors will receive one (1) complimentary double room in Vienna for five (5) nights.

Vienna Budget

The Committee reviewed and approved the revised convention budget and referred it to the Finance Committee. Budget changes have been made to reflect current estimates of costs, registration fees, and income from complimentary rooms and airline tickets.

Staff Assistance in Vienna

The Committee was informed that twenty-eight (28) members of staff would travel to Vienna to work at the convention, compared to thirty-six (36) members in Minneapolis. The cost of staff travel and housing has been budgeted.

Request to Pay Hotel Costs for Kiwanis International-Europe Board and Council Members

A request was received to pay hotel costs for Kiwanis International-Europe Board and Council Members. The Committee believes that such costs should not be paid. However, similar to other governors, the six (6) District Governors of Kiwanis International-Europe will be given complimentary rooms.

Shuttle Bus Tickets

The registration fee is being paid by all persons over 21 years of age. All paid registrants will receive a subway pass good for four (4) days on the Vienna Transit System (trams and subway), and all guests or children over 12 years of age who do not pay the registration fee will be charged \$5.00 for the subway pass, which approximates the cost to Kiwanis. Children under 12 years of age may ride the transit system without charge.

Headquarters Hotel in Phoenix

The Hyatt Regency Hotel in Phoenix has been selected as the Headquarters Hotel for the 1984 International Convention.

1989 Convention Site

The selection of the site for the 1989 International Convention has been postponed in order to obtain additional information.

Quotas for Phoenix Convention

The Committee agreed that the quotas for the Phoenix Convention should be based on the Dallas and Anaheim conventions. The Committee believes that Kiwanis should use a different formula for determining district quotas for attendance at conventions but currently is not in a position to make an alternate recommendation.

CIRCLE K - Gene R. Overholt, Chairman

Review of Circle K Amendments

The amendments to the Circle K Constitution concerning the responsibilities of the Secretary and the status of clubs not paying the sponsorship fee and dues were reviewed by the Committee and found to be in order. See Exhibits C and D.

Recommendation #5

The Committee recommends that the proposed amendment of Article V, Section 4 (Part B), and the addition of a new section to Article V of the Circle K Constitution, as set forth in Exhibit C of this report be approved.

I move that recommendation 5 be adopted.

(Adopted with a new Section 12 to Article V and renumbering present Section 12 as Section 13.)

Recommendation #6

The Committee recommends that the proposed amendment of Article VI, Section 2 (Part C), to the Circle K Constitution as provided in Exhibit D be approved.

I move that recommendation 6 be adopted.

(Adopted)

Friends of Circle K Fundraising Program

The Committee reviewed the Friends of Circle K fundraising program and retained the same for study.

Circle K International Alumni Association

The Committee reviewed the preliminary plans for a Circle K International Alumni Association. The Committee requested staff to further research the matter for review at our next meeting.

Circle K Convention Budget

The Committee approved the 1983 Circle K convention budget including a \$55 registration fee and an additional \$5 late registration fee. The convention will be held in Atlanta, Georgia, from August 20-24, 1983.

KEY CLUB - Mark Arthur, Chairman

Review of 1983-84 Key Club International Theme and Major Emphasis Program

The Committee reviewed the preamble to Key Club's Major Emphasis Program which outlines the direction the program will take. The Committee was impressed with the program and commends the Key Club for their insight in developing it.

Report on November Key Club Executive Committee Meeting

The Board Counselor to Key Club International reported on the success and accomplishments of the meeting. He informed the Committee that the meeting was held primarily to continue work on the Key Club Theme and Major Emphasis Program for 1983-84. He commended the Key Club Executive Committee for its diligence and perseverance in developing an outstanding program for next year.

Key Club International Convention

The Committee was advised that the original dates of the Key Club International Convention were required to be changed because of double booking by the hotel and the unavailability of other facilities. The convention will be held in Hollywood, Florida, on July 10-13, 1983. Substantial concessions were received from the hotel because of the circumstances.

Review of 1983 Key Club Convention Budget

The Committee reviewed and accepted the 1983 Key Club Convention budget.

Reconsideration of Key Club Travel Policy

Pursuant to the request of the Board of Key Club International, the Committee reconsidered abolishment of the Key Club travel policy #2 affecting underclassmen. After discussion and consideration of the argument advanced at the Tri-K Family Board meeting, the Committee feels that there may be changes in travel policies which would be acceptable to the Committee. The Committee believes that such changes should be submitted by Key Club International. However, the Committee feels that the abolishment of all such travel policies should not be approved.

Recommendation #7:

The Committee recommends that the requested change in Key Club policy #2 relative to travel be disapproved.

I move the adoption of recommendation 7.

FINANCES--SPONSORED YOUTH ORGANIZATIONS

In January 1981, the Kiwanis International Board of Trustees adopted the following resolution:

- "A. Separate cost centers will be developed in the financial report of Kiwanis International for Circle K International and Key Club International utilizing the same concept as currently utilized in the management of the Magazine and Convention Department.
- "B. Two separate budgets will be established for each youth service organization.
 - 1. The subsidized budget would reflect expense categories which would be paid in full by Kiwanis International. Specific subsidized expense items represented in the budgets should be identified as salary-staff, salary-non-staff, and overtime/temporary help.
 - 2. The non-subsidized budget would reflect expense categories which are to be the total responsibility of the Youth organizations.
- "C. Key Club and Circle K shall have the privilege of maintaining reserve funds for the purpose of sustaining their respective operations in future years, effective October 1, 1981."

Although not specified in the above recommendation, Kiwanis previously had discontinued charging the sponsored youth organizations any General Office occupancy expenses.

During the fiscal year starting October 1, 1981, the resolution was not carried out, and similar to prior years, the net difference between the costs of operations and income of the sponsored youth organizations was borne by Kiwanis International. Some of the costs which should have been charged to Key Club and Circle K--such as printing, supplies, and the telephone--were not charged.

The Committee requested staff to provide an estimate of such costs; and if such charges had been made from October 1, 1981, to date, relatively little, if any, funds would remain available for either Key Club or Circle K reserves.

The Committee believes that separate accounting records should be established and the type of subsidized expenses clarified. In addition to the salaries listed above and occupancy expenses, the Committee believes that Kiwanis should also subsidize the subsidized employee benefits, such as payroll taxes, group and medical insurance and pension costs, and the accounting expenses excluding the audit expense.

The Committee believes that, if possible, the Key Club and Circle K budgets for the current year should be amended to properly reflect the subsidized and non-subsidized expenses. If, as a result of the change in the budget and the accounting for expenses, non-subsidized expenses for the current year exceed the income for either Key Club or Circle K, Kiwanis should absorb such excess. If, however, a surplus occurs, the surplus should be transferred to the proper organization's reserves.

Recommendation #8:

The Committee recommends that:

- A. Separate accounting systems and records shall be established for Circle K and Key Club International.
- B. Two separate budgets shall be established for each youth service organization.
 1. The Kiwanis subsidized expenses will be the sum of:
 - a. Circle K or Key Club salaries--staff, non-staff, and overtime/temporary help
 - b. Above personnel employee benefit costs, such as payroll taxes, group and medical insurance, and pension costs
 - c. General Office building occupancy expenses, such as rent, utilities (except telephone), janitorial services, and depreciation of equipment
 - d. Accounting costs to maintain financial records, excluding any auditing costs
 2. The non-subsidized expenses will be all other costs incurred by each organization, which costs shall be the responsibility of each youth service organization.
- C. Effective September 30, 1983, Circle K and Key Club International shall have the privilege of maintaining reserve funds for the purpose of sustaining their respective operations in future years.

I move that recommendation 8 be adopted.

(Adopted and referred to the Program Services Committee for insertion in Procedures.)

BUILDERS CLUB--Frank J. DiNoto

Clubs and Membership

As of January 24, 1983, there were 652 Builders Clubs (including 126 non-meeting) with a membership of 15,001.

Review of Builders Club Promotional Materials

The Committee reviewed the Builders Club brochures and found them to be acceptable. They expressed their satisfaction with the newest brochure, "You Can Make A Difference."

Observances

The Committee reviewed and approved the plans of Kiwanis International for observance of the 75th Anniversary of World Wide Scouting and continuance of observances of Radio Appreciation Month, National Newspaper Week, and Family Day.

Keywanettes

The Committee discussed the membership of Keywanettes which is limited to girls only. The Committee was advised that litigation regarding such membership policy is likely. The Committee believes that no adequate defense to such a suit is possible and that membership must be open to boys and girls. In addition, the Committee retains the question of the future of Keywanettes as an organization for further study, including input from Keywanettes' sponsors for resolution at the next Board meeting.

Recommendation #9:

The Committee recommends that Keywanettes' membership must be available to both boys and girls, and the Board of Trustees of Kiwanis International hereby directs all districts and clubs to amend their Keywanettes Bylaws accordingly.

I move that recommendation 9 be adopted.

(Adopted)

PROGRAM DEVELOPMENT - Frank J. DiNoto, Chairman

Theme and Goals for 1983-84

The Committee discussed possibilities for a Theme which would motivate Kiwanians to respond to the increasing opportunities for service. In addition, the Committee felt that greater use of the Theme folder should be encouraged.

Recommendation #10:

The Committee recommends that the 1983-84 Theme of Kiwanis International be SEEK THE WIDENING PATH and that an appropriate Theme folder be produced and vigorously promoted as a supplies item.

I move that recommendation 10 be adopted.

(Adopted)

The Committee directed staff to work with the Supplies Department in producing promotional material for the Theme folder which would be included in the 1983-84 Club President's package as well as in a subsequent general mailing. In addition, the Committee feels that an advertisement should appear in the KIWANIS Magazine promoting use of the Theme folder.

Recommendation #11:

The Committee recommends that the following Goals be adopted for 1983-84 ---

SEEK THE WIDENING PATH

- By emphasizing respect for the human and spiritual values of all people
- By enriching the world of the mentally and physically handicapped
- By motivating community leaders to join our ranks as we expand our paths of service
- By combining efforts with our sponsored youth organizations to provide greater service
- By developing effective leadership and responsible citizenship in our youth

I move that recommendation 11 be adopted.

(Adopted)

Recommendation #12:

The Committee recommends that the title of the 1983-84 Major Emphasis Program be ENRICH THE WORLD OF THE HANDICAPPED.

I move that recommendation 12 be adopted.

(Adopted)

The Committee noted that production of the Major Emphasis Program fact folder is underway and that research material is being gathered for the project guide. The fact folder will be prepared for initial distribution at the Governors-elect Conference and subsequent distribution at the Vienna Convention. A supply will also be sent to each district.

The Committee wishes to sincerely thank the Kiwanis International Foundation for its generous funding for the production of the project guide.

Development of Ideas and Methods to Enhance the Promotion of the Underprivileged Children Program

The Committee recognizes the need for additional support material in support of the Underprivileged Children permanent service program of our organization, as pointed out by President Roberts in his "Message of the President" and requests that staff develop appropriate materials for use by clubs and Kiwanis leaders.

Service Bulletin on "Super Service Project"

The Committee also noted President Johnny's reference to the need for development of a service bulletin to assist clubs in selecting a single service project in which all of its members can have some part. The Committee agrees with this need and directs staff to prepare such bulletin, with emphasis upon the community analysis concept.

Cal Hollis Proposal for "You Can Do It" Baseball

The Committee studied a proposal from Cal Hollis, founder of Fellows In Free Enterprise (F.I.F.E.), that Kiwanis International endorse and promote a program related to teaching of free enterprise in schools. The Committee feels that the project does not warrant an International endorsement.

Farm-City Council Coordination

Kiwanis International, one of the two founding organizations of the Farm-City Council twenty-eight years ago, has coordinated the efforts of that council since then. A request from the Farm-City Council that we continue to act as coordinating agency for another year was approved by the Committee.

"Every Child A Swimmer" Program

The Committee studied materials relating to the "Every Child A Swimmer" project, which is a program promoted intensively by both Key Club International and Circle K International. The Committee agrees that teaching children to swim at an early age is indeed a worthy activity and approved the creation of a service bulletin by Kiwanis International on the subject, urging that Kiwanis clubs undertake this program locally.

Possible Local Level Women's Auxiliary

The Committee examined the concept of a local level women's auxiliary and noted that the 1981-82 Board Committee on Youth initially recommended that the concept be approved. Subsequently, the recommendation was withdrawn and staff instructed to continue to study the matter. The Committee, being in receipt of additional materials, favors the concept.

Recommendation #13:

The Committee recommends that the President of Kiwanis International appoint a special committee, funded from the 01-110-10 account, to study implementation of the concept of a local level women's auxiliary and to make recommendations to the Board of Trustees.

I move that recommendation 13 be adopted.

(Adopted)

Respectfully submitted,

MARK ARTHUR, JR.
J. DONOVAN JACKSON
GENE R. OVERHOLT
FRANK J. DiNOTO, Chairman



KIWANIS INTERNATIONAL-EUROPE

AMENDMENTS to the CONSTITUTION and BYLAWS KI-E ~~to be presented~~
~~by the Board of Trustees for adoption at the 15th ANNUAL CONVENTION~~
Adopted

Proposition No 1: Elimination of the offices of Vice Presidents

Present text

CONSTITUTION - Article IX - OFFICERS

§ 1. The officers of KIE shall be a President, President-Elect, Immediate Past President, First Vice-President, Second Vice-President, a Treasurer, the Trustees, a Secretary and a District Governor for each district. The authority and duties of each official shall be such as are defined in the Constitution and Bylaws.

§ 6. The President, the President-Elect, the First Vice-President, the Second Vice-President, and the Treasurer shall be elected for a period of one (1) administrative year by the European Council as hereinafter provided.

CONSTITUTION - Article X - EUROPEAN COUNCIL

§ 5. The President shall preside at the meetings of the European Council; in his absence the First Vice-President shall preside; in the absence of both the President and the First Vice-President, the Second Vice President shall preside. In the absence of the President and the two Vice-Presidents, the Council shall elect a chairman.

CONSTITUTION - Article XI - BOARD OF TRUSTEES

§ 1. The Board of Trustees shall consist of the President, the President-Elect, Immediate Past President, the First Vice-President, the Second Vice-President, the Treasurer and the Trustees up to the maximum of three. No district may have more than one (1) member on the Board of Trustees at any one time, except for the district of the Immediate Past President.

BYLAWS - Article VI - DUTIES OF OFFICERS

§ 3. VICE-PRESIDENTS. In the event of the inability of the President to perform his duties, the First Vice-President shall perform the duties of, and shall have the same authority as the President. In the

Proposed text

§ 1. The officers of KIE shall be a President, President-Elect, Immediate Past President, a Treasurer, the Trustees, a Secretary and a District Governor for each District. The authority and duties of each official shall be such as are defined in the Constitution and Bylaws.

Delete: First and Second Vice-President

§ 6. The President shall be confirmed and the President-Elect and the Treasurer shall be elected for a period of one (1) administrative year by the European Council.

§ 5. The President shall preside at the meetings of the European Council; in his absence, the Immediate Past President shall preside; in the absence of both the President-Elect shall preside.

§ 1. The Board of Trustees shall consist of the President, the President-Elect, Immediate Past President, Treasurer and the Trustees up to the maximum of five. No district may have more than one (1) member on the Board of Trustees at any one time, except the district of the Immediate Past President.

§ 3. Section deleted.

Present text

event of the inability of the President and the First Vice-President to perform their duties, the Second Vice-President shall perform the duties of, and shall have the same authority as the President. The Vice-President shall also perform such other duties as usually pertain to the office or as may be assigned by the President or by the Board of Trustees.

Proposed text

2

Renumber present sections 4,5, and 6 as sections 3,4 and 5.

Proposition No 2: Elimination of the offices "Council Members" in the EUC

CONSTITUTION - Article X - EUROPEAN COUNCIL

§ 1. The European Council shall be comprised of one (1) representative from each of the several districts, the district governor of each of the several districts and the Board of Trustees as hereinafter provided.

§ 2. The representative of a district to the European Council shall be selected for a term of two years by the district to which his home club belongs. Such selection must be determined in the district at least thirty (30) days prior to the European Convention at which the election is confirmed.

§ 6. A vacancy occurring in any elective office shall be filled in the manner prescribed in the Bylaws.

§ 1. The European Council shall be comprised of the Board of Trustees and the district Governor of each of the several districts.

§ 2. Section deleted

(§ 5 - adapt text accordingly if Vice Presidents eliminated)

§ 6. Section deleted.

CONSTITUTION -Article XI- BOARD OF TRUSTEES

New § 4. A Trustee shall be selected for a term of two years* by the district to which his home club belongs. The renewal shall be effectuated, as far as possible, by the half of every year. Such selection must be determined in the district at least thirty (30) days prior to the European Convention at which the election is confirmed.

* (maximum 2 consecutive terms, except President-Elect)

BYLAWS - Article VII - BOARD OF TRUSTEES

§ 4. In the case of a vacancy in the Board of Trustees because of death or resignation, the vacancy shall be filled by means of an election by the Board of Trustees. The district of the member vacating the position, through the Board, shall submit a nomination to the Board of Trustees. If such vacancy becomes effective prior to the meeting of the Board of Trustees held in conjunction with the annual convention but after the meeting of the Board of Trustees held prior to that

§ 4. In the case of a vacancy in the Board of Trustees because of death or resignation the district of the member vacating the position, through its Board, shall nominate his successor for a duration covering the term of his predecessor. If it is the President, his office will be filled by the Immediate Past President, if the vacancy occurs before the annual convention and by the President-Elect if it occurs after the convention.

Present text

meeting held in conjunction with the annual convention, the vacancy shall remain unfilled until the election of the new Board of Trustees at the annual convention. Regardless of the term on the Board of Trustees of the one vacating, the one filling the vacancy shall remain a member of the Board of Trustees until the next ensuing 30 September.

Proposed textBYLAWS - Article VIII - EUROPEAN COUNCIL

§ 2. In the case of a vacancy in the European Council because of death or resignation, the vacancy shall be filled by means of an election by the European Council. The district of the member vacating the position, through the Board, shall submit a nomination to the European Council. If such vacancy becomes effective prior to the meeting of the European Council held in conjunction with the annual convention but after the meeting of the European Council held prior to that meeting held in conjunction with the annual convention, the vacancy shall remain unfilled until the election of the new European Council at the annual convention. Regardless of the term on the European Council of the one vacating, the one filling the vacancy shall remain a member of the European Council only until the next ensuing 30 September.

§ 2. Section deleted

Voted that the above amendments shall enter in force as per 1st October 1983.

I hereby certify that these amendments were adopted on

19th June 1982

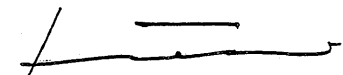

EGON L'PLATTENIER
Secretary General
Kiwanis International-Europe

EXHIBIT B

TENTATIVE PROGRAM
CONVENTION SESSION AGENDAS
VIENNA, AUSTRIA
JULY 3-7, 1983 (1/28/83-5)

SUNDAY NIGHT OPENING SESSION

SUNDAY, JULY 3, 1983

OPENING SESSION

7:30 PM	Prelude
8:00 PM	Call to Order
8:02 PM	Anthem of Host Country Austrian National Anthem
8:07 PM	Invocation Bishop of Vienna
8:10 PM	Introductions John T. Roberts, President
8:31 PM	Presentation of Flags of Kiwanis Countries Presented by ()
8:58 PM	Address: Eyjolfur Sigurdsson, Reykjavik, Iceland President, Kiwanis International-Europe
9:08 PM	Musical Presentation
9:18 PM	Presentation of Robert P. Connelly Medal Ralph C. Keyes, President, Kiwanis International Foundation
9:33 PM	A Moment to Remember Hymn
9:35 PM	Musical Presentation Vienna Boys Choir
10:05 PM	Adjournment

MONDAY CONVENTION SESSION

MONDAY, JULY 4, 1983

CONVENTION SESSION

8:00 AM	Musical Prelude Guard Battalion Brass Band
8:30 AM	Call to Order
8:32 AM	Anthem of Host Country Austrian National Anthem
8:38 AM	Invocation Chairman, International Committee on Support of Spiritual Aims
8:41 AM	Greetings Dkfm. Dr. Carol Wolf, Axams, Austria Governor, Austria-Germany
8:46 AM	Welcome to Vienna Mayor of Vienna
8:56 AM	Presentation of Convention Program Frank DiNoto, Trustee
9:01 AM	Address President, Circle K International
9:09 AM	Forum: Club Administration
9:54 AM	Musical Presentation
10:09 AM	Presentation of All Awards
10:50 AM	Forum: Growth
11:35 AM	Musical Feature
11:50 AM	Keynote Address John T. Roberts, President
12:20 PM	Announcements J. William Kleindorfer, International Secretary
12:30 PM	Adjournment

TUESDAY DELEGATE SESSION

TUESDAY, JULY 5, 1983

DELEGATE SESSION

8:00 AM	Musical Prelude Local Brass Band
8:30 AM	Call to Order
8:32 AM	Invocation Protestant Bishop of Vienna
8:35 AM	Report of International Secretary J. William Kleindorfer
8:55 AM	Address President, Key Club International
9:05 AM	Musical Feature
9:20 AM	Keynote Speaker Cardinal Koenig
9:45 AM	Forum
10:15 AM	Musical Feature
10:35 AM	Reports Treasurer Committee on Finance Committee on Credentials Committee on Laws, Policies and Structure
11:45 AM	Announcements
11:55 AM	Forum
12:30 AM	Adjournment

WEDNESDAY DELEGATE SESSION

WEDNESDAY, JULY 6, 1983

8:00 AM	Musical Prelude Brass Band
8:30 AM	Call to Order
8:31 AM	Invocation Rabbi of Local Jewish Community
8:33 AM	Forum
9:18 AM	Keynote Speaker
9:48 AM	Report of Committee on Credentials Hannes Payrich, Chairman
9:53 AM	1st Report of Conference on Nominations (For Officers above level of Trustee) J. William Kleindorfer, International Secretary
9:56 AM	Election of Officers above level of Trustee
10:46 AM	Report of Committee on Resolutions Judge Gilbert H. Zitzelsberger, Chairman
11:11 AM	Musical Feature
11:26 AM	2nd Report of Conference on Nominations (For the Office of Trustee) J. William Kleindorfer, International Secretary
11:31 AM	Election of Trustees
12:21 AM	Announcements J. William Kleindorfer, International Secretary
12:30 PM	Adjournment

WEDNESDAY NIGHT CLOSING
SESSION

WEDNESDAY, JULY 6, 1983

7:30 PM	Musical Prelude
8:00 PM	Call to Order
8:01 PM	Anthem Host Country Austrian National Anthem
8:06 PM	Invocation Minister of American Church in Vienna
8:09 PM	1984 International Convention Invitation, Phoenix, Arizona
8:17 PM	Report of Committee on Elections
8:22 PM	Presentation of Officers Designate
8:40 PM	Remarks by President-Designate and Presentation of Theme, Goals, and President's Projects of Kiwanis International for 1983-84
9:00 PM	Feature Entertainment "Vienna and its Operetta"
10:00 PM	Benediction Auld Lang Syne

AMENDMENTS TO CIRCLE K CONSTITUTIONPREAMBLE

The current Circle K constitution makes reference to an official Circle K Board publication and specifically assigns responsibility for said publication to the elected Secretary of Circle K International. In practice, responsibility for said publication has been a joint concern of the Circle K Board of Officers and the Administrator of Circle K International. The following amendments are therefore offered to reflect current, satisfactory practice.

ARTICLE, Section 4 (Part B)
(current reading)

The Secretary: The Secretary shall attend the annual convention of this organization as well as meetings of the Board of Officers; shall record the minutes of all official Board meetings and the House of Delegates; shall edit the official publication of the International Board; shall serve as the official representative of this organization at such functions as the President may determine; and shall perform additional responsibilities as assigned by the President or International Board of Officers.

ARTICLE V, Section 4 (Part B)
(proposed reading)

The Secretary: The Secretary shall attend the annual convention of this organization as well as meetings of the Board of Officers; shall record the minutes of all official Board meetings and the House of Delegates; shall serve as the official representative of this organization at such functions as the President may determine; and shall perform additional responsibilities as assigned by the President or International Board of Officers.

DELETE-shall edit the official publication of the International Board

(Submitted by Carolyn Richar, Emory University, Georgia District, Lynne Morelock, Emory University, Georgia District)

NONE

Amend ARTICLE V, by adding a new Section 12 and renumbering present Section 12 as Section 13. The new Section 12 to read:

Section 12. The International Board shall report on official board business in a news letter. Responsibility for said publication shall be designated by the President subject to the approval of the Administrator.

AMENDMENTS TO CIRCLE K CONSTITUTION

EXHIBIT D

PREAMBLE

The collection of sponsor fees and member dues is currently regulated in the constitution of Circle K International by Article VI section 2 parts (a) and (b) respectively. While the question of delinquency in case of non-payment of either the sponsor fee or member dues may now be inferred from the reading of said parts (a) and (b) it is felt that more the question of delinquency should be more clearly addressed.

NONE

ARTICLE VI, Section 2, part (C)...

In case of non-payment of sponsorship fee or applicable membership dues as prescribed in Article VI, section 2, parts (a) and (b), the Circle K Club shall be considered delinquent and not in good standing until payment(s) are received.

REPORT OF THE TREASURER

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 31, - February 1, 1983

The fiscal year September 30, 1982 ended with a cash balance of \$788,000. The current assets were \$2,505,000 and fixed assets were \$4,728,000 for a total asset value of \$7,306,000.

Against the assets are current liabilities of \$2,094,000 and long-term obligations of \$244,000 for a net worth of Kiwanis International of \$4,968,000.

The current fiscal condition of Kiwanis International is positive. The first semi-annual billing provided cash flow for operational purpose and reduced borrowings to a minimum. All loans have been repaid and additional funds are in short-term investments.

Respectfully submitted,

RAYMOND W. LANSFORD
Treasurer

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

January 27 - February 1, 1983

Date of Committee Meeting: January 27-30, 1983

Place of Committee Meeting: General Office

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

1. The Committee reviewed the request of the Kiwanis International Foundation to discontinue the Office Services payment of \$10,750 per year. The discontinuance of this payment by the Foundation will reduce Kiwanis operational income. Should this payment be discontinued, alternatives must be explored with Kiwanis International Foundation in order to maintain this income level.
2. The current Group Term Life Insurance carrier has provided a letter indicating their willingness to continue to carry the current Kiwanis members who have enrolled in their group term life insurance program. This arrangement concludes the cancellation of this life insurance program for Kiwanis. The insurance carrier had made a request to receive a copy of our current membership and addresses in order that they may canvass our members for possible insurance sales without an endorsement from Kiwanis International. In line with the standing procedure of Kiwanis in not releasing names and addresses of the members, the Committee denied the request.
3. The Committee discussed matter concerning minimum dues billing to the clubs for a specified number of members. The Committee has instructed staff to study this matter further with there possibly being a differentiation between existing clubs and any new clubs that would be built in the future.
4. Staff reported on the review of the club charter revocation procedures and the effect on proper financial statement presentation. Effective immediately the Finance Department will establish an acceptable accounting method for doubtful accounts, thus providing more accurate financial presentation.
5. A thorough review was undertaken to establish a reasonable administration fee chargeable to the general liability insurance program. Through a study of the administrative cost, it was determined that the administrative fee should be 10% of the premium expense. This percentage rate will be reviewed annually. Up to September 30, 1982, the premium income over premium expense is less than the administrative charge.

Recommendation #1:

The Committee recommends an administration fee of 10% of the premium expense to be charged to the general liability insurance program, and that the percentage fee be reviewed annually.

Mr. President I move the adoption of Recommendation #1.

(Adopted)

6. The Committee reviewed the administration charges to be made to the International Convention for the use of Headquarters personnel. The Vienna convention is unusual with the limited number of staff in attendance. Therefore staff will thoroughly review this subject during the preparation of the 1983-84 budget and present a basis for such administration charge.
7. Staff reported on the \$25,000 capital expenditure previously approved for data processing equipment. Through careful evaluation it is believed that only \$12,000 dollars will actually be expended in data processing. Consideration was given to the purchase of a letter quality graphics printer that will permit printing directly off the computer. This printer will cost approximately \$7500 and will be part of the previously approved expenditure.
8. The staff reported on the possibility of an incoming WATS line. Based on our current procedure, it was felt that the cost incurred for this additional service did not warrant the expenditure.
9. Staff reported on the review of sales prices of promotional and certain club items carried in the supplies catalog which are currently being sold at cost. Cost represents vendor invoice plus shipping charges. It was suggested by the Committee that staff consider some means of identifying these items for the general membership in future catalogs.
10. A representative from Wolf and Company, the auditors, was present and discussed the audited 1981-82 financial statements. His explanation of the management letter and financial statements indicated there were no material weaknesses in the 67th Annual Financial Report, which has been mailed to all club secretaries as required by the bylaws.
11. Staff reported on our current outstanding loan status. There are no outstanding loans for Kiwanis International. The first-half semi-annual dues have been received. Our surplus monies are maintained in interest-bearing investments. Further borrowings will be necessary prior to receipt of the 2nd half semi-annual dues. The annual current line of credit with Merchants National Bank expires in February. Authorization is necessary to execute documents to continue this line of credit.

Recommendation #2:

The Committee recommends that staff be authorized to execute the necessary documents with Merchants National Bank in order to extend the existing line of credit.

Mr. President I move the adoption of Recommendation #2.

(Adopted)

12. The Committee discussed the use of Kiwanis International trade mark and emblem by selected organizations. Staff was instructed to gather additional information on this subject and report back at a subsequent meeting.
13. The Committee reviewed the building fund activity and noted there are pending relocation expenses. There is sufficient balance in the fund to cover these estimated outstanding expenses. This account will remain open until all known items have been accounted for.
14. The Committee reviewed our current practice applicable to those countries with restricted cash accounts. Wolf and Company as auditor for Kiwanis International concurred that the current policy of adjusting year-end cash by exchange fluctuations is sufficient for accounting and auditing procedures.
15. The building fund donor list has been compiled and will be distributed to each board member and district officer. With this list will be a request asking each individual to review the list, noting errors and making corrections. The corrected list will be used for plaque purposes.
16. Staff informed the Committee that tape duplicating equipment for making educational tapes is available for purchase for the price of \$1500. This equipment can be used to duplicate educational tapes which are distributed throughout Kiwanis International. The cost of the equipment will be considered a capital investment and funds are available.

Recommendation #3:

The Committee recommends the capital investment of \$1500 for the purchase of tape duplicating equipment.

Mr. President I move the adoption of Recommendation #3.

(Adopted)

17. Staff presented for the Committee's consideration a proposal to eliminate aged small accounts. After much discussion, staff and committee agreed that the following action would be beneficial to Kiwanis International:
 - 1) A single non-recurring write-off of:
 - a) All accounts-receivable, \$9.99 or less owed to Kiwanis 120 days old or more;
 - b) All accounts-payable, \$4.99 or less owed to clubs, 120 days old or more;
 - 2) A recurring write-off, every ninety days of all accounts-receivable, \$2.49 or less;
 - 3) A recurring write off of supplies orders with \$1.00 or less difference in payment.

Recommendation #4:

The Committee recommends a single non-recurring write-off procedure for account balances. Every 90 days will be adjusted for amounts of \$2.49 or less. Supply orders with \$1.00 or less balance due will be processed and account closed.

Mr. President I move the adoption of Recommendation #4.

(Adopted)

18. Staff presented for informational purposes a proposed Kiwanis Insurance survey regarding two additional types of insurance requested by some clubs in North America (1) officers and directors liability insurance, (2) a blanket accident medical insurance covering Kiwanians and non-member volunteers assisting at Kiwanis functions. The Committee directed staff to conduct the survey and report the findings.
19. Staff reported that supplies operations in Vienna will be handled as catalog orders. A minimal amount of actual items for sale will be shipped to Vienna. Essential items taken will include souvenirs and jewelry.
20. The following items have been included in the 1982-83 Budget because of accounting procedure changes and identification of certain expenses these dollar amounts are transferred to other accounts. The transfer includes: Board Administration and International Extension-\$32,320, Governors-elect Training Conference-\$10,000, Data Processing Programing-\$15,000 as previously approved by the Board.
21. The travel of Past-Presidents to International Conventions has been approved in the convention account for \$30,000. It has been determined that an additional \$20,000 will be needed for the International Convention in 1983. This amount should be placed in the Board Committee on Administration and Structure account.

Recommendation #5:

The Committee recommends that a Board Administration and Structure account of 01-110-19 include the \$30,000 previously appropriated and an additional \$20,000 now appropriated for a total of \$50,000.

Mr. President I move the adoption of Recommendation #5.

(Adopted)

22. An allocation of that portion of the meetings and conventions salaries to convention budget provides an appropriate dollar amount of salary to be charged to convention services.

Recommendation #6:

The Committee recommends that that portion of the accounts of Meetings and Conventions Department salaries directly attributed to the International Convention be transferred to International Convention Account #11-101-01 in the amount of \$47,642.

Mr. President I move the adoption of Recommendation #6.

(Adopted)

23. Adjustment in Salaries. Upon review of the budget for 1982-83 as adopted in Minneapolis in July, 1982 there was considerable discussion concerning salaries cost savings over budget. The Finance Committee is pleased to report as of February 1, 1983 cost savings of \$150,444 (annualized) in salaries will be realized from 1982-83 budget.
24. Public Relations Proposal. The Committee on Communications and Education made a presentation to the Finance Committee concerning Public Relations which will develop projects for extending the image and knowledge of Kiwanis throughout the entire world. For this total program a request has been submitted for an additional \$60,000 in that budget.

Recommendation #7:

The Committee recommends an addition to the budget of Communications and Education of \$50,000 with a review in May for an additional \$10,000 if available.

Mr. President I move the adoption of Recommendation #7.

(Adopted)

25. Advertising Budget. The Communications and Education Committee requested the privilege in increasing the advertising budget income from \$300,000 to \$345,000. This process will increase expenses by \$29,800 providing an additional net income of \$15,200.

Recommendation #8:

The Committee recommends that the advertising budget be increased by \$45,000 income with additional expense of \$29,800 thus resulting in net surplus of \$15,200.

Mr. President I move the adoption of Recommendation #8.

(Adopted)

26. Membership services. The Membership Service Committee is developing a program with the intent of increasing the membership of Kiwanis by 10,000. In order to promote this program an additional \$10,000 is requested for the budget.

Recommendation #9:

The Committee recommends that the Membership Services Committee account #19-158-01 be increased by \$10,000.

Mr. President I move the adoption of Recommendation #9.

(Adopted)

27. The present employee pension renewal anniversary date is April 30, 1983. This plan is utilized by approximately 20 employees who transferred from Chicago to Indianapolis. The plan must be reviewed and updated to provide coverage for all employees. The Committee met with McCready and Keene, pension consultants, and reviewed the plan and a proposed plan for the future. The proposed plan is shown as Exhibit A. This plan will be a non-contributory based plan to the employee as eligibility by the employees is realized. The approximate cost of this plan in the 1982-83 budget is \$2,000.

Recommendation #10:

The Committee recommends the hiring of McCready and Keene as consultants and the adoption of the pension plan revisions to be implemented in 1983-84. That \$2,000 be added to account #03-113-01 to fund the balance of the 1982-83 year.

Mr. President I move the adoption of Recommendation #10.

(Adopted)

28. Audit Fees. The annual audit fee for the Kiwanis Family for 1981-82 was \$25,000. The budget included an amount of \$22,000.

Recommendation #11:

The Committee recommends that the audit expense be increased in account #16-111-01 by \$3,000 from \$22,000 to \$25,000.

Mr. President I move the adoption of Recommendation #11.

(Adopted)

29. Dues increase. The house of delegates at the Minneapolis Convention voted a one year dues increase from \$10 to \$15. The amount of money received from the dues increase has been distributed as follows: \$2 for operating costs and \$3 for partial debt retirement. Expenses will continue to increase in 1983-84 but a part of the \$5 dues will still be used to retire the balance of the debt. Additional income

above debt service will be used to start a funded cash reserve of \$1,000,000. Every effort will be made in 1983-84 to apply \$2 of the dues increase to the debt service retirement and cash reserve base.

Recommendation #12:

The Committee recommends that the International dues of \$10 be increased by \$5 to a total of \$15 dues effective October 1, 1983.

Mr. President I move the adoption of Recommendation #12.

(Adopted)

COMPARISON OF PLAN PROVISIONS

We have prepared a comparison of those plan provisions where changes are recommended. They are as follows:

<u>Plan Provisions</u>	<u>Current</u>	<u>Proposed</u>
Employee Contributions	3% of Compensation + 2% of Compensation above \$250 per month	None after 4/30/1983
Retirement Dates:		
Early	Age 60, with 10 years of service and 9 years of participation	Age 55 with 10 years of service
Disability	None	Social Security determination
Plan Compensation	Average of last 5 years compensation	Average of highest five consecutively paid years (whenever they occur)
Normal Retirement Benefit	1% of Plan Compensation plus 3/4% of compensation above \$250 per month times service (35 yr. max.) or, if larger, 20% of Plan Compensation, reduced 1/10th for each year less than 10 at Normal Retirement Date	1-1/4% of Plan Compensation plus 3/4% of compensation above Covered Compensation table, times service, or 20% of Plan Compensation reduced 1/10th for each year less than 10 at Normal Retirement Date
Postponed Retirement Benefit	Actuarial Value of Normal Retirement Benefit increased 5% per year of postponement	Normal Retirement Benefit increased actuarially
Death Benefit	Insured Death Benefit equal to 100 times estimated monthly Normal Retirement Benefit	Early Retirement Spouse's Benefit (50%)
Disability Benefit	None	100% vesting in Accrued Benefit

REPORT OF THE PRESIDENT
OF THE
KIWANIS INTERNATIONAL FOUNDATION

January 27, 1983

At the conclusion of the Foundation Board Meeting this afternoon at 3:00 p.m., we the members realized in many ways that we were concluding one of the longest, most action packed sessions in our recent history, yet one of the most exhilarating.

Firstly, this was the second such meeting in our series, in which we continued to bring our two Boards into closer communion, clearer rapport, and more constructive joint effort.

We have created a Development Committee, the function of which among other things was to recreate and extrapolate the regenerated role and function of the Foundation in relation to this Board and to the International Kiwanis programs as developed by the Kiwanis International Board.

This Committee raised the curtain with considerable degree of certainty on the possible goals and means of attaining those goals; but, more importantly, lifted us all by the inspiration and the challenge of greater usefulness and purpose, of means available when the right sources were carefully developed and tapped.

We learned of the primary necessity of establishing goals within the parameters of our Objects, objectives and by-laws.

With the professional skills made available by members of our Board, a case statement embodying mission and goals, leadership, gift sources, objectives, public relations, and the all important budget consideration, we have developed for your information and study, the "case statement", a copy of which has been furnished to each of you.

We mention in passing for our mutual consideration that, although the case statement is a general paper, the strong thrust is in the direction of working with programs designed to improve the quality of life among our youth, regardless of status.

We have had the gratis and gratifying offerings of two men representing Eli Lilly Endowment as an indication of the quality of input received.

In other regular sessions of the Board the Grants Screening Committee considered and made recommendation on seventeen requests for grants from within and without Kiwanis International.

Grants requested from Kiwanis International for a twenty minute documentary, for 1983-84 Major Emphasis Project Guide, Builder's Club brochure, Key Club sponsorship awards, Theme and Emphasis film strip, Freedoms Foundation Leadership Seminar, Circle K sponsor awards, Theme and Emphasis film strip, and the October 1983 Leadership Training Conference were approved without question.

Grants were also made to the Hugh O'Brian Youth Foundation, American Hearing Research Foundation and to the Freedoms Foundation at Valley Forge. These grants totaling \$118,050.

Of equal importance, however, and as a credit to the discernment of the Grant Screening Committee on recommendation of that committee, the Board disapproved of other requests for grants totaling \$385,000, for various reasons, principally that they did not come within the purview of our clearly stated Objects or were purely local in character, or were not relatable to Kiwanis International Objects, Major Emphasis or sphere of activity.

A new project which was introduced to Kiwanis International and to the Foundation in Minneapolis was the Character Education Program of the American Institute for Character Education and the Thomas Jefferson Research Center. This program, developed by teachers for youngsters in the K through 6 grades, inculcates lessons in developing responsible citizenship at a time when negative peer pressure influences are at a minimum. The response to this new program has been electrifying. It behooves all of us, you in your visits to the districts, and we, everywhere we go, to introduce this to our clubs. It is a proven program and is relatively inexpensive but thoroughly geared into our work with youth. In fact,

it makes every child a special child before becoming spoiled by adverse influences, indifference, or neglect. I can attest to the programs acceptability in the two districts in Kiwanis where I have identity - Michigan and Florida.

From what has been said to this point, it is obvious, I am sure, that our Foundation is expanding with a minimum of limitations on its potential. The spirit and enthusiasm of the present members are truly remarkable. It is as refreshing as the feeling of a bright sunrise at the opening of a new day of great possibilities. A sobering note is that the development of our Foundation, yours and mine, and the strengthening of its structure, is not, and cannot be, self induced. The real potential is in the stimulation to growth exercised by our two Boards, our district governors, district secretaries, district chairmen, lieutenant governors, club officers, and members. In other words, a total effort. We need the full participation of all of our leaders to tell the story of the working relationship between you and us, and of the importance of our joint efforts to achieve the maximum benefits to the people and projects we choose to serve.

Respectfully submitted,

RALPH C. KEYES, President
Kiwanis International Foundation

GRANTS APPROVED AT THE JANUARY 1983
MEETING OF THE BOARD OF THE
KIWANIS INTERNATIONAL FOUNDATION

Kiwanis Documentary.....	\$25,000.00
1983-84 Kiwanis Major Emphasis Project Guide	9,500.00
Builder's Club Brochure	3,500.00
Key Club Sponsorship Award	1,300.00
1983 Key Club Valley Forge Seminar	12,000.00
1983-84 Key Club Theme and Emphasis Filmstrip	9,750.00
Circle K Sponsorship Award	700.00
October 1983 Circle K Leadership Training Conference	11,000.00
1983-85 Circle K Theme and Emphasis Filmstrip	10,300.00
Hugh O'Brian Youth Foundation	30,000.00
Freedoms Foundation	5,000.00
	<hr/>
TOTAL	\$118,050.00

REPORT OF THE DEVELOPMENT COMMITTEE

KIWANIS INTERNATIONAL FOUNDATION

CASE STATEMENT

I N T R O D U C T I O N

The objectives of Kiwanis International Foundation are:

To form, promote, or assist charitable, scientific, religious or educational enterprises.

To provide for high moral standards and decency in literature and entertainment and to give public recognition and awards to those persons or entities which further such high purposes.

The Board of Trustees of the Kiwanis International Foundation is committed to creating a new image and dramatic direction for the Foundation. We are on the threshold of a new era in the history of the Foundation, and now is the time to make great and new strides toward that future. The needs of Kiwanis and the economic situation in which we find ourselves demand it. We are now dedicated to, and ready to commit the necessary time and funds to enhance the image, visibility and fund raising activities of the Foundation. This in turn will provide all of Kiwanis the opportunity to carry out more of its service projects.

The case statement is the plan by which the Foundation will initiate this new direction.

The case statement is an organization's reasons for going to people and organizations and seeking their support.

1. It conveys a message.
2. It is an expression of cause--why should people give.
3. It is a compilation, a data base, a resource document.
4. It is an internal document which can be used for brochures, speeches, grant applications and other annual fund materials.
5. It becomes a background document for people who speak or make calls on behalf of the Foundation.
6. It includes the Foundation's mission, goals and objectives.
Mission suggests purpose, social concerns and needs. Goals have no time definition. Plans and organizational objectives are quantifiable tasks and strategies within a time period.

The case includes the following parts:

1. Mission and Goals
2. Leadership
3. Gift Sources
4. Objectives
5. Public Relations
6. Budget

1. Mission and Goals

MISSION -- To provide resources for Kiwanis Programs.

GOALS --

1. To augment existing support at the local, district and international levels.
2. To increase the visibility of the Foundation.
3. To improve overhead cost ratios.
4. To explore one or more youth program models which could be used at the local club level of Kiwanis, and become the major focus for the Kiwanis International Foundation.

The current project priorities of the Foundation include the following:

Youth

Infant Hearing Research
Hugh O'Brian Foundation
Support of Key Club Programs
Support of Circle K Club programs
Support of Builders Club Programs
National Kids' Day
International Book Project
Scouting
Underprivileged Child Workbook
Thomas Jefferson Center for Character Education

General

Hearing Research
Kiwanis Major Emphasis Program
Freedom's Foundation
HANDI-HAM
Connelly Medal
Philippine Rehabilitation Center
Medal of Valor

2. Leadership

It is understood that in the future, the leadership of the Kiwanis Board and the Foundation Board will formally communicate with regard to special projects in order that, if required, a well planned fund raising program can be designed.

Kiwanis International Foundation should be the fund raising arm of Kiwanis. Funds raised from Kiwanians for international projects should be channeled through the Foundation.

The most critical aspect for the success of the Foundation is the enthusiastic endorsement and dollar support by the leadership of Kiwanis International. We cannot ask others to give if we ourselves have not.

The Kiwanis International President alone can make a tremendous difference because of his position and opportunity to speak directly to Kiwanians throughout the world. For example, in 1981/82, \$265,000 was raised outside the Foundation for Project Concern because of the president's influence and exposure.

Other key parts of the leadership are:

The Kiwanis International Board
The Foundation Board
Districts--Governors, Secretaries and District Chairmen
Divisions--Lieutenant Governors
Local Clubs--Club Presidents

3. Gift Sources

Total Kiwanis membership worldwide (305,000 members in 77 countries at present), as well as individuals outside the Kiwanis family, corporations and private foundations.

4. Objectives

The following objectives are to be implemented over the next three years. These objectives are based on the Foundation's mission and goals; that the Kiwanis International President and Board will actively participate in the Foundation fund raising program; enthusiastically communicate the role and mission of the Foundation in their travel contacts; and coordinate the planning of any special

projects with the Foundation so that all Kiwanis International fund raising is channeled through the Foundation.

Fund Raising Objectives:

- Raise \$500,000 in annual funds during 82/83 (not including building program).
- Raise asset base to \$5 million by 1990.
- Realize an annual asset growth of 15% by 83/84 (up from 8% rate).
- Achieve 100% in sustaining memberships from:

Kiwanis International Board
Foundation Board
District Governors
Past International Presidents
District Chairmen

- Explore an annual every member mailing program.

Organizational Objectives:

- Eliminate Bureau of Accounts expense.
- Reduce expense ratio.
- Initiate a major gift (\$1,000 plus) and Planned Giving Program including wills and bequests.
- Provide staff training in estate planning.
- Have all Kiwanis International fund raising channeled through the Foundation.
- Initiate \$100, \$500, \$1,000 levels of giving in the annual fund program.
- Initiate \$500 Life and Memorial programs.
- Maintain:

Birthday Contribution Program.
\$10 Sustaining Contributors Program adding \$25 and \$50 levels.
\$100 Memorial and Life Fellow Program.
\$1,000 Tablet of Honor Program.

- Organize committee structure of Foundation to include:

Budget and Finance
Grants
Development
Executive
Connelly Medal

- Research possibilities of Foundation depositaries outside United States.
- Explore opportunities to work with the Canadian and other Foundations.
- Schedule regular meetings between the Kiwanis International officers and Kiwanis International Foundation officers in order to discuss the new direction of the Foundation, and solicit from the Kiwanis International officers their input on fund raising and Kiwanis project priorities.

5. Public Relations

The following public relations opportunities for the Foundation will be maintained.

International Convention

- Booth and Exhibit
- Connelly Medal
- Tablet of Honor Luncheon (in question at Vienna)
- Foundation Luncheon
- Buttons, Key Chains and perhaps luggage tags
- Trustee Badges
- Workshop/Forum (not possible at Vienna)

International Magazine

- Articles
- Ads

Training Conferences

- Governors' Training (governors in turn train Lt. Governors and Lt. Governors train their club presidents)
- Governor Elect Training
- District Secretaries' Training
- Kiwanis International Foundation new Board member orientation
- Club Presidents' Training
- Kiwanis International Foundation District Chairmen

District

- Conventions
- Board Meetings
- Booths
- Workshops/Forums
- Recognition of Lt. Governors who achieve 100% participation from their clubs for Birthday Campaign
- Recognition of District Chairmen

Local

- Mailings to Club Presidents
- Birthday Banner Patch Recognition
- Recognition of Life and Memorial Fellows
- Club Programs on the Foundation

Foundation Newsletter

- Send to Club Presidents, Key Leadership and \$10 and up donors

Maintain current recognition programs of:

- Sending thank you letters and receipt cards
- Banner patches
- Plaques
- Membership cards
- Recording Life/Memorial Fellow donations in Kiwanis International donor books
- Inscribing Tablet of Honor contributions on plaque at Kiwanis International Headquarters
- Publishing Foundation Newsletter

New Public Relations Objectives:

- Develop a comprehensive public relations program for both inside and outside of Kiwanis.
- Assist the International Officers and Board of Trustees in promoting the Kiwanis International Foundation.
- Increase donor recognition by producing an annual report which will include the role and mission of the Foundation, it's objectives, list of grants and list of donors.
- Recognize donors at local club meetings.
- Be included on program of District Secretaries' training.
- Produce information and donor recognition stories for publication in district bulletins.
- Promote the idea of scheduling at least one program on the International Foundation in each club once a year.
- Develop direct mail promotion for current sustaining contributors encouraging them to consider upgrading their annual gifts.
- Develop a "Promote the Foundation" program during one month of Kiwanis year.

6. Budget

The budget is a critical part of the case statement; however, it cannot be formulated until the project priorities of the Foundation are finalized.