

I N D E X

SUMMARY OF MINUTES

MEETING OF THE BOARD OF TRUSTEES

January 26-30, 1980

	<u>Summary</u> <u>Page</u>	<u>Exhibit</u> <u>Number</u>
Message of the President.....	1	1
Message of the President-elect.....	1	2
Report of the Secretary.....	1	3
Approval of Summary of Minutes of Board Meeting, September 24-27 and 30, 1979.....	1	-
Approval of General Office Administrative Action.....	1	-
Reports of Board Committees		
Accounting.....	2	4
Circle K.....	2	5
Club Service.....	4	6
Communications.....	5	7
Convention.....	7	8
Data Processing.....	7	9
Key Clubs.....	8	10
Kiwanis Education.....	9	11
Laws and Policies.....	9	12
Leadership and Council.....	9	13
Membership Growth.....	10	14
New Club Building.....	11	15
Program Development.....	12	16
Property and Supplies.....	12	17
Structure.....	13	18
Report of the Treasurer.....	13	19
Report of Special Meeting of Finance and Personnel Committee, November 17-18, 1979.....	13	20
Report of Finance and Personnel Committee.....	14	21
Memorial Resolution for Past International President Don E. Engdahl.....	15	-
Office of Federal Contract Compliance Programs.....	16	-
Revision of Board Committee Structure and Responsibilities...	16	22
Appointment of General Office Department Managers.....	17	-

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

January 26-30, 1980

A meeting of the Board of Trustees of Kiwanis International was held at the General Office in Chicago on January 26-30, 1980. Those present: Mark A. Smith, Jr., President; Merald T. Enstad, President-Elect; Hilmar L. "Bill" Solberg, Immediate Past President; Drew M. Petersen, M.D. and John T. Roberts, Vice-Presidents; E. B. "Mac" McKittrick, Treasurer; Albert L. Cox, Frank J. DiNoto, Allen M. Duffield, Warren H. Edwards, Aubrey E. Irby, Egon Kuzmany, Raymond W. Lansford, Henry L. "Les" Myers, Jr., James B. Richard, C. E. "Pete" Thurston, Jr., Donald E. Williams, and J. Stewart Wilson, Trustees; Also present: R. P. Merridew, Secretary; Peter N. Hanly, Executive Director.

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 appointees to the 1980-81 Committees, as listed in Exhibit "A" of report, be approved.

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 24-27 and 30, 1979.

Voted, that the minutes of the Board Meeting of September 24-27 and 30, 1979, be approved.

5. Consideration and 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
- Organization of new clubs
- Change of Kiwanis Club names
- Clubs Incorporations completed
- Circle K Clubs completed
- Key Clubs completed
- Incorporation of Kiwanis Club Foundations
- Cancelled meetings
- District Bylaw Amendments

6. Reports of Board Committees

Accounting

Chairman J. Stewart Wilson presented the report of the committee. This is attached as Exhibit #4.

Report received.

Circle K

Report of the committee is attached as Exhibit #5. It was presented by Chairman Aubrey E. Irby.

Recommendation 1. That the charters of the following three Circle K clubs be revoked: St. Francis College Circle K Club in the New York District; Grand Valley State College Circle K Club in the Michigan District; and San Luis Valley Vocational School Circle K Club in the Rocky Mountain District.

Voted, that this recommendation be adopted.

Recommendation 2. That the Standard Form for Circle K District By-laws, as revised by the Circle K Board of Officers at its January, 1980, meeting, be approved.

Voted, that this recommendation be adopted.

Recommendation 3. That the Circle K International Board of Officers Policy Code - Part I, as revised by the Circle K Board of Officers at its January, 1980, meeting be approved.

Voted, that this recommendation be adopted.

Recommendation 4. That for the 1980 Regional Training Conferences only, the Circle K International President's attendance at all three Conferences be approved and transportation expense be reimbursed; the attendance at one of the Conferences by the Circle K International Vice-Presidents and Secretary be approved and transportation expenses be reimbursed; all Circle K International Officers be advised not to use their attendance at the Conferences for political purposes or act in any manner to disrupt the planned program of the Conferences; a report be compiled by the International Administrator based on questionnaires to be distributed to Conference participants at the Conferences and returned to him after the Conferences; the Circle K International Officers comply with guidelines to be developed by the Assistant Secretary for Operations and the Administrators of Circle K and Key Club International; and the Circle K Board of Officers understand the approval of this recommendation will in no way commit the Kiwanis International Board to any similar actions with respect to future Regional Training Conferences.

Motion was made and seconded to adopt the recommendation. In the discussion it was stated that the original purpose of the conference was to train the District Administrators but that now there seemed to be a difference of opinion as to what the conference was designed for. A vote was taken on the motion, and the motion to adopt was defeated.

Motion was made and seconded to adopt the above recommendation with the amendment that the Circle K Board of Officers be authorized to attend the Regional Training Conferences at their own expense. The opinion was expressed that the payment of expenses was not the prime consideration but rather the purpose of the conference. A vote was taken and the motion to adopt the amended recommendation was defeated.

Recommendation 5. That Item 3 i.(1) of the Policies of Circle K International be revised to concur with the Bylaws of Kiwanis International as stated in Article IV, Section 2, by rewording Item 3 i.(1) as follows:

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

Voted, that this recommendation be adopted and referred to the Laws and Policies Committee for insertion.

Recommendation 6. That the Circle K Departmental budget for 1979-80 be amended to reflect an allotment of \$2,500 for Circle K Presidential travel expense and \$1,500 for Circle K Presidential telephone expense as previously approved by the Kiwanis International Board at its June, 1978, meeting.

Voted, that this recommendation be adopted.

Recommendation 7. That Policy H-6-c be deleted and subsequent sections renumbered accordingly.

Voted, that this recommendation be referred to the Laws and Policies Committee for implementation.

Report received.

Club Service

Chairman Allen M. Duffield presented the report of the committee. This is attached as Exhibit #6.

Recommendation 1. That the following men from thirteen districts be recognized as Distinguished Governors for the 1978-79 administrative year with the announcement to be made by the President and the Immediate Past President as soon as possible:

<u>District</u>	<u>Name</u>
Alabama	John H. Dorrill, Jr.
Carolinas	J. Ray Hunter
Eastern Canada and the Caribbean	Clinton H. Whitfield
Florida	Thomas J. Deen, Jr.
Georgia	Frank E. Craven
Illinois-Eastern Iowa	Robert G. Sinn
Louisiana-Mississippi-West Tennessee	Robert E. Wales
Montana	Marvin S. Appleby
Nebraska-Iowa	Rev. Richard D. Hogan
New Zealand	David C. Henderson
Utah-Idaho	S. Keith Stoddard
Western Canada	George Bush
West Virginia	Blaine Eddy

Voted, that this recommendation be adopted.

Recommendation 2. That the following sentence, "Extenuating circumstances should be considered." be eliminated from the Criteria for Distinguished Lieutenant Governor and Club President.

Voted, that this recommendation be adopted.

Recommendation 3. That Criteria #1 of the Distinguished Governor Awards program be changed to read: "Membership Growth - October 1 through September 30 - a five year average deletion plus 1.5% times certified membership equals the new member add quota, effective October 1, 1979."

Voted, that this recommendation be adopted.

Recommendation 4. It is recommended to the Finance Committee that all items billed to the Argentine clubs prior to the second half of 1977-78 be waived, provided that the clubs pay the balance of all obligations due Kiwanis International from the second half of 1977-78 to the present on or before March 15, 1980.

Voted, that this recommendation be adopted.

Recommendation 5. That field service to Latin America be continued, that a field service representative for this area be hired as soon as possible, and that the production of this fieldman be subject to periodic review of the Board.

Voted, that this recommendation be adopted.

Recommendation 6. That all present and future non-districted clubs in the areas listed be attached to the districts with which each area is paired in the list contained in the report of the committee.
(Exhibit #6)

Voted, that this recommendation be adopted.

Recommendation 7. That the attachment of overseas non-districted clubs to districts be considered rescindable by either party during the first 18 months after the action of attachment by the Kiwanis International Board and that the non-districted clubs now in existence be excused from the payment of district dues during the first 12 months.

Voted, that this recommendation be adopted.

Recommendation 8. That the policy be established that within one year from this date all non-districted clubs be requested to be attached to a district and that no new clubs be organized without a sponsoring district willing to attach such clubs to it.

Voted, that this recommendation be adopted.

Recommendation 9. That prior to the attachment of any club in Europe to a district, approval of the Kiwanis International - Europe Board be secured.

Voted, that this recommendation be adopted.

Recommendation 10. That approval be given to the Extension Services department to make arrangements to organize Kiwanis clubs in Senegal.

Voted, that this recommendation be adopted.

Report received.

Communications

The Report of the Committee is attached as Exhibit #7. It was presented by Chairman John T. Roberts.

Recommendation 1. That the Director of Publications be authorized to amend Kiwanis Magazine's current printing contract with Mid-America Webpress to raise the magazine's manufacturing cost from five percent to seven percent, a total increase of about \$2,600 for the remaining issues under contract (November/December, 1980).

Voted, that this recommendation be adopted.

Recommendation 2. That Connelly Medals be awarded to the following nominees: Dwight Stone, Trenton, Ohio; Luis Maunupau, San Francisco, California; and Ernesto Martinez, Phoenix, Arizona, for the acts of heroism cited.

Voted, that this recommendation be adopted.

Recommendation 3. That the proposed resolution, presented as Exhibit B in this report, saluting Rotary International on its 75th anniversary, be adopted by the Kiwanis International Board of Trustees, reproduced in attractive form and conveyed to the International Secretariat of Rotary International in Evanston, Illinois, by February 23, the date of the anniversary.

Voted, that this recommendation be adopted.

Recommendation 4. That Bob Hope, Jimmy Stewart, Red Skelton, and Jean Stapleton be contacted with regard to the Decency Award for presentation at the Anaheim Convention.

Voted, that this recommendation be adopted.

Recommendation 5. That the Policies on Page A-14, paragraphs 5b and 5d, be deleted and a new Policy be substituted therefor, as follows:

Page A-14, paragraph 5b.

Presidential Visits to Districts and Other Areas

The President of Kiwanis International shall make one (and only one) official visit to a district or international area on the schedule shown below, with year one commencing in the 1981-82 administrative year, and the cycle repeating every three years:

Year 1

New England
New Jersey
Capital
Georgia
Louisiana-Mississippi-West Tennessee
Wisconsin-Upper Michigan
Eastern Can.& the Carib. - Caribbean
Minnesota-Dakotas
Western Canada

Texas-Oklahoma - East
Utah-Idaho
Pacific Northwest - South
Benelux-France-Monaco
Norden
Australia
Republic of China
South America
Mid-East

Year 2

New York
Pennsylvania
West Virginia
Florida
Kentucky-Tennessee
Indiana
Eastern Can.& the Carib. - Northwest
Nebraska-Iowa
Rocky Mountain

Texas-Oklahoma - West
California-Nevada-Hawaii - South
Austria-Germany
Switzerland-Liechtenstein
New Zealand
Philippines-Luzon
Andean
Far East
Puerto Rico

Year 3

Eastern Can.& the Carib. - Northeast	Southwest
Ohio	Pacific Northwest - North
Carolinas	California-Nevada-Hawaii - North
Alabama	Iceland
Missouri-Arkansas	Italy <i>in Malta</i>
Michigan	Japan
Illinois-Eastern Iowa	Philippines-South
Kansas	Central America
Montana	Africa

The districts or international areas will be informed through their governors (or other Kiwanis officials in undistricted areas) when the President will be available in their areas as determined by the President in consultation with the General Office. Local projects, charter presentations, and meetings of like character should not be included in the President's official visit.

Voted, that this recommendation be adopted.

Report received.

Convention

Chairman Drew M. Petersen presented the report of the committee, which is attached as Exhibit #8.

Recommendation 1. That shuttle bus tickets be made available at \$5.00 for adults and \$2.00 for children.

Voted, that this recommendation be adopted.

Recommendation 2. That an amount of \$2,600 be refunded to the Host Committee Chairman for reimbursement of funds provided by Divisions 41, 30, 13 and 4.

Voted, that this recommendation be adopted.

Recommendation 3. That a sum of \$10,000 be budgeted in the 1979-80 administrative year to defray expenses for promotional activities for the 1981 New Orleans convention.

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

Report received.

Data Processing

Chairman James B. Richard presented the report of the committee. This is attached as Exhibit #9.

Report received.

Key Clubs

Chairman Merald T. Enstad presented the report of the committee. This is attached as Exhibit #10.

Recommendation 1. That the Key Club Departmental Budget - P. 7 in regard to Regional Training Conferences for Administrators and Key Club Governors be increased to a total of \$6,000 in order to cover the anticipated share of costs by Key Club Department, and that this be referred to the Committee on Finance and Personnel at this meeting.

Voted, that this recommendation be adopted.

(See Recommendation 3 of Report of Finance Committee)

Recommendation 2. Approval of the following amendments to the Standard Form for District Bylaws:

1. Amend Article VII, Section 1 of the Standard Form for District Bylaws of Kiwanis by adding an additional committee as follows:
Sec. 1-r. Promotion of Sponsored Youth.
2. Amend Article VIII, Section 2, to read as follows: Sec. 2. The Committee on Circle K Clubs shall be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis District Board's approval.
3. Amend Article VIII, Section 3, to read as follows: Sec. 3. The Committee on Key Clubs shall be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis District Board's approval.
4. Create new Article VIII, Section 18, to read as follows: Section 18. The Committee for the Promotion of Sponsored Youth shall assist Kiwanis clubs in establishing of Circle K Clubs in universities and colleges and in the establishing of Key Clubs in high schools throughout the district. It shall also be the Committee's responsibility to promote the concept of continuing an effective sponsorship of these two organizations upon the part of the sponsoring Kiwanis clubs.
5. Renumber present Article VIII, Section 18 to become Article VIII, Section 19.

The committee further recommends that these amendments be referred to Laws and Policies for implementation.

Voted, that this recommendation be adopted.

Recommendation 3. That the 1980-81 Key Club International Theme and Objectives (attached as Exhibit A to the report) be approved.

Voted, that this recommendation be adopted.

Report received.

Kiwanis Education

Report of the committee is attached as Exhibit #11. It was presented by Chairman Donald E. Williams.

Report received.

Laws and Policies

The report of the committee, attached as Exhibit #12, was presented by Chairman Hilmar L. "Bill" Solberg.

Recommendation 1. The adoption of the wording of the proposed amendment to Article VI, Section 4, of the International Bylaws, as delineated in Exhibit A of the report, for presentation to the delegates in Anaheim.

Voted, that this recommendation be adopted.

Recommendation 2. The adoption of the wording of the proposed amendment to Article I, Section 6, of the International Bylaws as delineated in Exhibit B of the report for presentation to the delegates in Anaheim.

Voted, that this recommendation be adopted.

Report received.

Leadership and Council

The report of the committee, attached as Exhibit #13, was presented by Chairman Egon Kuzmany.

Recommendation 1. That there be ten Regional Workshops for Lieutenant Governors and Club Presidents in 1980-81; that the final confirmed schedule showing dates and facilities be distributed to governors-elect at the International Convention in Anaheim; that two workshops be scheduled for each of the following Saturdays: October 18 and 25 and November 1, 8, and 15; that invitations to participate be extended to lieutenant governors, presidents, and presidents-elect; that invitations to observe be extended to selected district chairmen and to International officers and appointees from the area being served; that, in its contacts with invitees, the General Office include an agenda; and that governors-elect and lieutenant governors-designate be strongly encouraged to promote the attendance of club presidents and presidents-elect during their contacts with them at leadership education conferences this summer.

Voted, that this recommendation be adopted.

Recommendation 2. That in addition to the members of the Council the following also be invited to attend the October, 1980, meeting of the Council: The President of Kiwanis International - Europe, International Committee Chairmen, District Secretaries, the Kiwanis International Foundation Board, the Presidents of Key Club and Circle K International, resident Staff, the Secretary Emeritus, the Associate Secretary Emeritus, the New Orleans and Minneapolis host Convention

Chairmen, and the wives of those named; and that expense reimbursements for the respective groups be on the same basis as in recent years.

Voted, that this recommendation be adopted.

Recommendation 3. That, subject to the availability of funds, the 1979-80 International Committee Chairmen be reimbursed for the cost of attending the Council Meeting and the Convention at Anaheim.

Voted, that this recommendation be adopted.

Recommendation 4. That the practice of distributing simulated leather covered manuals for district governors and secretaries be discontinued, effective immediately.

Voted, that this recommendation be adopted.

Recommendation 5. That the 1979-80 budget of Department 13 (Board Leadership and Council), Account Classification 120 (Council) be adjusted to reflect actual expenses incurred.

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

Report received.

Membership Growth

The report of the committee was presented by Chairman Warren H. Edwards. It is attached as Exhibit #14.

Recommendation 1. That the new procedure of joint billing by Kiwanis International on behalf of a district and starting as of the April 1, 1980, semi-annual billing, be given a trial and the results evaluated following the 60-day grace period.

Voted, that this recommendation be adopted.

Recommendation 2. That the budget allocation for producing the Manual on Kiwanis Education be increased in the amount of \$2,500 and that the budget allocation for producing the Manual on Membership Growth be increased in the amount of \$4,000. The committee further recommends that this be referred to the Committee on Finance for implementation.

Voted, that this recommendation be adopted.

Recommendation 3. That the criteria as outlined in the report of the committee to obtain Life Member Status be approved, effective April 1, 1980.

Voted, that this recommendation be adopted.

Recommendation 4. That the "Proposal for Member" card be included in the Kiwanis and You Kit.

Voted, that this recommendation be adopted.

Recommendation 5. That a full color reproduction of a display board of Ruby K and other awards be prepared at a cost of approximately \$1,350. The committee further recommends that the Committee on Finance give consideration to including this additional allocation in the budget for membership growth.

Voted, that this recommendation be adopted.

Report received.

New Club Building

Report of the committee is attached as Exhibit #15. It was presented by Chairman James B. Richard.

Recommendation 1. That the Laws and Policies Committee review Article IV, Sections 3 and 4 of the Constitution and Board Policy A-9 to ascertain the feasibility of simplifying the process of informing a club of the revocation of its charter.

Voted, that this recommendation be adopted.

Recommendation 2. That the charters of the 69 clubs listed in the report of the committee be revoked.

Voted, that this recommendation be adopted.

Recommendation 3. That the Immediate Past Governors of the Benelux-France-Monaco, Illinois-Eastern Iowa, Republic of China, and West Virginia districts be given on stage at the International Convention in Anaheim special recognition for breaking their all-time new club building records.

Voted, that this recommendation be adopted.

Recommendation 4. That the 06-171 account be increased by \$8,000 to cover the estimated extra cost for mileage reimbursement necessitated by the increase in mileage allowance from 16¢ to 19¢, and that this be referred to the Finance Committee for their action.

Voted, that this recommendation be adopted.

(See Recommendation 4 of Report of Finance Committee)

Recommendation 5. That the 06-172 account be increased by \$3,000 to cover the added cost entailed in greater use of accredited representatives and that this be referred to the Finance Committee for action.

Voted, that this recommendation be adopted.

See Recommendation 3 of Report of Finance Committee)

Recommendation 6. That the Kiwanis Clubs of Dauphin Island, Bayou la Batre, and Grand Bay, Alabama, be excused from paying Kiwanis International dues for the first half of the 1979-80 year.

Voted, that this recommendation be adopted.

Recommendation 7. That the term "Golden K Club" be deleted from all subsequent literature and that any implication that clubs with this name have any special status be scrupulously avoided.

Voted, that this recommendation be adopted.

Recommendation 8. That a policy be established that a majority of the members of a new club must be present at the organization meeting of that club before Kiwanis will recognize the club as organized.

Voted, that this recommendation be adopted.

Report received.

Program Development

Chairman C. E. "Pete" Thurston presented the report of the committee. This is attached as Exhibit #16.

Recommendation 1. That the title of the 1980-81 Major Emphasis Program be "Communications Disabilities."

Voted, that this recommendation be adopted.

Report received.

Property and Supplies

Chairman Albert L. Cox presented the report of the committee, which is attached as Exhibit #17.

Recommendation 1. That all supply orders from Kiwanis clubs and Kiwanis districts be on a cash basis beginning with the 1980-81 Administrative Year.

Voted, that this recommendation be adopted.

Recommendation 2. That the size of the Kiwanis lapel pins for members, club officers, and district officers be .480" in diameter and that this change in size be effected upon depletion of the current inventory.

Voted, that this recommendation be adopted.

Recommendation 3. That the proposal to remodel the General Office by down and associates be accepted and that a maximum of \$94,613.00 be allocated for the project and consideration not to exceed \$5,000.00 to cover professional fees of the architect also be allocated.

Voted, that this recommendation be adopted.

Report received.

Structure

Chairman Raymond W. Lansford presented the report of the committee. This is attached as Exhibit #18.

Recommendation 1. The adoption of the principles for the restructure of the Board of Trustees of Kiwanis International as delineated in Exhibit B attached to the report.

Voted, that this recommendation be adopted. (Trustees Di Noto and Thurston voted "no".)

Recommendation 2. That the principles of the proposed restructure of the Board of Trustees of Kiwanis International be disseminated through all official publication channels and other desirable ways which may be determined.

Voted, that this recommendation be adopted.

Recommendation 3. The committee requests a budgetary adjustment of \$16,000 to the Administration and Structure budget to provide for additional costs for the meetings of the Board Committees on Structure, and Personnel and Finance held in November of 1979, the Kiwanis history, the directory mailing, and promoting the restructure plan.

Voted, that this recommendation be adopted.

Recommendation 4. That Article VI, Section 4 of the Constitution of Kiwanis International be amended to make the present section to be subsection "a" and create a new subsection "b" which would read: "b. Each chartered club in a non-districted area of Kiwanis International, on or before October 1, 1983, shall be attached to an existing district for administrative purposes."

Voted, that this recommendation be tabled.

Report received.

7. Report of Treasurer

Treasurer E. B. "Mac" McKitrick presented the report. This is attached as Exhibit #19.

Report received.

8. Committee on Finance and Personnel

Report of Special Meeting, November 17-18, 1979

Chairman E. B. "Mac" McKitrick presented the Report of the Special Meeting of the Committee on Finance and Personnel on November 17-18, 1979. This is attached as Exhibit #20.

Recommendation 1. That Peter N. Hanly be appointed Executive Director of Kiwanis International, effective May 1, 1980, with the understanding that he will succeed International Secretary R. P. Merridew upon his retirement in 1981.

Voted, that this recommendation be adopted.

Recommendation 2. That the Salary Grade Plan, attached as Exhibit A to this report, be approved as a guide in determining salary levels in the General Office.

Voted, that this recommendation be adopted.

Recommendation 3. That the Organization Chart of Functional Responsibilities in the Kiwanis International General Office, attached as Exhibit B to the report, be approved.

Voted, that this recommendation be approved.

Report received.

Report of Meeting, January 26 and 28, 1980

Report of the Meeting is attached as Exhibit #21. It was presented by Chairman McKittrick.

Recommendation 1. That the accounts receivable, as listed in Exhibit A of the report, be written off.

Voted, that this recommendation be adopted.

Recommendation 2. That the current Board Policy be changed and that the following policy statement be referred to the Board Committee on Laws and Policies for insertion in the appropriate place in Kiwanis International Board Policies:

"In countries where monetary policies make it difficult for clubs to directly remit dues to Kiwanis International, the District Governor shall be responsible for collection and transmittal of these dues to Kiwanis International. In non-districted areas, the ranking Kiwanis official, as appointed by Kiwanis International, shall assume this responsibility."

Voted, that this recommendation be adopted.

Recommendation 3. That the 1979-80 budget adjustments, as presented in Exhibits B-1, B-2, and B-3, be approved; that an adjustment of \$1,000 be made in the 1979-80 Key Club Department budget for the 1980 May Regional Conferences; and that an adjustment of \$3,000 be made in the 1979-80 Field Service Department budget for the services of Accredited Representatives.

Voted, that this recommendation be adopted.

Recommendation 4. That the mileage allowance be increased to 19¢ per mile; that this new rate take effect immediately; and that an adjustment of \$8,000 be made to the Field Service Department budget to care for this increase.

Voted, that this recommendation be adopted.

Recommendation 5. That dental insurance be provided to the employees of Kiwanis International, with Kiwanis International paying \$6.51 for each participating employee; that the dental insurance plan offered by the Kemper Insurance Company be selected; and that the plan be put into effect if it is determined that the employees of Kiwanis International desire to participate in this dental insurance program.

Voted, that this recommendation be adopted.

Recommendation 6. That Robert M. Detloff, Assistant Secretary for Growth, be added to the list of authorized signing officers.

Voted, that this recommendation be adopted.

Recommendation 7. That the proposal to provide compensatory time to members of the General Office Staff, as outlined in Exhibit D of the report, be adopted in principle and implemented, and that the committee make any necessary revisions at its next meeting.

Voted, that this recommendation be adopted.

Recommendation 8. That an adjustment of \$34,600 be made to the budget for the Data Processing Department for 1979-80 to care for the additional personnel indicated in Exhibit E of the report.

Voted, that this recommendation be adopted.

Report received.

9. Report of Kiwanis International Foundation

No report.

10. Other Business

Past International President Engdahl

It was reported that Past International President Engdahl had passed away. President-Elect Enstad was asked to represent the Board at the funeral.

Voted, that the following resolution be adopted:

On January 29, 1980, Kiwanis lost one of its most beloved leaders and greatest contributors with the passing of Past International President Don E. Engdahl of Spokane, Washington.

Early in his life, Don Engdahl perceived the potential of hard, directed work. He was successful in his business, and successful

in Kiwanis because he devoted his every ounce of energy to making good things come to pass. He was a powerful man when he was in his prime; well equipped for the prodigious tasks he set himself.

He established nationwide records in the sale of bonds during World War II; he established long-standing records in membership growth when he headed his district, and Kiwanis International too.

He believed in Kiwanis. He enjoyed Kiwanis. He believed that Kiwanis would have the same appeal to thousands of others, if only it could have the chance. And he gave Kiwanis that chance with his untiring, unceasing contribution to Kiwanis growth.

Don Engdahl's personal philosophy that hard work and high resolve could produce enormous benefit for man and community alike was stated simply for all who know and love Kiwanis in his message to the convention which he headed in 1955. He said, "The Kiwanis story is one of men at work. Individual men become superior men as they unite to give primacy to the human and spiritual rather than the material values of life." Don Engdahl left that philosophy to Kiwanis, and Kiwanis is better for it.

Don Engdahl was a mover, and contributor, and a friend.

NOW THEREFORE BE IT RESOLVED, that the members of the Kiwanis International Board, meeting on January 29, 1980 in the City of Chicago, Illinois, pause to pay fitting tribute to the memory of Don E. Engdahl, a man who gave of his own strength to make Kiwanis strong, and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread upon the minutes of this meeting of the International Board, and that a copy be given to his family with the deep and profound sympathy of the friends of a lifetime who knew and loved this great and dedicated man.

Office of Federal Contract Compliance Programs

Voted, that Ronald S. Mangum, attorney for Kiwanis International, be asked to prepare a statement of the position of Kiwanis International on the proposed regulations, at a cost not to exceed \$750.00.

Revision of Board Committee Structure and Responsibilities

President Mark Smith presented changes in Board Committee structure and responsibilities. The revised structure and changes in responsibilities are delineated in Exhibit 22.

General Office Department Managers

Voted, that Gloria Piepol be appointed Personnel Manager.

Voted, that Lucille Badali be appointed Manager of the Duplicating Department.

11. Next Board Meeting

The dates for the next Board Meeting were discussed. It was suggested that the opening session be scheduled for April 25, with details to be worked out by the Secretary.

Adjournment.

MESSAGE OF THE PRESIDENT
TO THE
INTERNATIONAL BOARD OF TRUSTEES

January 26, 1980

It's good to be with you all again in beautiful Chicago. I continue to get complimentary reports from the districts about the job you are doing as counselors. Service projects have top priority among all of the Kiwanians I have visited. The prestige Kiwanis enjoys in all communities and the enthusiasm of our members is exciting to me and a source of pride for all of us. I have discussed the matters that are under consideration by the Board with all the governors and district boards that I have visited and will share the opinions and recommendations with you during this board meeting in considerable detail. However, they are unanimously in favor of reducing the length of service on the International Board and opposed to dividing the Kiwanis world into geographical zones for representation on the Board.

We have completed our greatest challenge of the year and found a replacement of Secretary Reg. Pete Hanly will be with us this weekend and will be available during the entire April Board Meeting. Pete will be starting to work full time on May 1. I encourage you to get to know Pete to share your philosophy and concerns with him.

ADMINISTRATION AND STRUCTURE COMMITTEE

This committee is moving along well towards the necessary restructure of the International Board and the procedures for electing Board Members. I would like them to also give attention to the actual election procedures--collecting, counting, compiling and reporting the delegate count.

CONVENTION COMMITTEE

Another outstanding convention program is falling into place. The Anaheim Kiwanians will be most enthusiastic hosts and we should have another great convention. The governors that I have met with are unanimous in their desire to see the candidates appear before the delegates during the convention for a question and answer session.

KIWANIS EDUCATION COMMITTEE

The new manual on Kiwanis Education has gone to the printer. The interest in this subject and the work of this committee has been most gratifying and fills a need of the organization.

SPONSORED YOUTH COMMITTEES

We are enjoying a better rapport with our youth organizations than ever before and I encourage this committee to set up the guidelines to have a Sponsored Youth Promotion chairman in each district that would have a primary concern working with Kiwanians to get them more involved with Key Club and Circle K.

PUBLIC RELATIONS COMMITTEE

In addition to the routine concerns of this committee, I am asking them to take over the coordination of publications and advertising in order to let Stu Wilson's committee address itself to an in-depth study of our accounting procedures and priorities.

OVERSEAS EXTENSION COMMITTEE

The concept of attaching nondistricted clubs to existing districts has met with unanimous acceptance both from the clubs and the districts and specific requests for attachment will be presented to you for action this week.

NEW CLUB BUILDING COMMITTEE

The new procedure of assignment of Field Service seems to be working quite satisfactorily. Our production has not suffered and our expenses have benefited from the new concept. I am asking Jim Richard and his committee to devote their time to a study of our Data Processing effort and to make the necessary recommendations as to priority in that area. The Membership Growth Committee will be asked to take over the New Club Building responsibility.

PROPERTY AND SUPPLIES COMMITTEE

Our supplies continue to be a concern and if any of you have recommendations to help correct this situation they are most welcome.

PROGRAM DEVELOPMENT COMMITTEE

The Program Development effort is much more intense than previously. We are successfully promoting Builders Clubs, the Hugh O'Brian Foundation, and the Kiwanis Cops and Kids Program. We are building a capability to handle more of this type of thing. The Major Emphasis Program is well received and being aggressively implemented in the districts I have visited, as I am sure is the case elsewhere.

MEMBERSHIP GROWTH COMMITTEE

I have asked this committee to come up with a reconciliation of certified membership figures that will agree with the districts to avoid this annual hassle as to what is the proper number. By using our membership as a standard of judgment, I find that the Kiwanis ideal is prospering.

My congratulations to you on the job you're doing. The membership appreciates the dedication, time and effort that each of you is giving to this great organization of ours.

MARK A. SMITH, JR.
President

MESSAGE OF THE PRESIDENT-ELECT
TO THE
INTERNATIONAL BOARD OF TRUSTEES

January 26, 1980

In October, Jeanette and I were in Zurich, Switzerland and Vienna, Austria. In Zurich I attended the conference for Governors and the Board Meeting of KIE along with President Mark and Trustee Egon. I also had an opportunity to spend a half day with President-Elect Christof Schaertlin at his home in Liestal, Switzerland.

Following this meeting, we went to Vienna where we met Secretary Reg and Doris. Both couples were guests of the Vienna Convention Bureau. Secretary Reg has given each of you a full report on our stay, so I will not go into detail. However, I must say that we received a royal welcome wherever we were throughout Vienna including the warm hospitality of the Kuzmany family in their home.

In November I attended Conovact. Trustee Les Myers was also in attendance to help research the possibility of a Conovact East of the Mississippi, and it is hoped that the Conovact East will come into being November of this year. This conference was most rewarding and inspirational, so masterfully conducted by Past International Trustee Doug Wasson.

Also in November, Treasurer Mac, Secretary Reg, Assistant to the Secretary Fay, and I attended the 20th Annual Service Club Leader's Conference held in Toronto and hosted by the Kinsmen of Canada. I commend Pete Hanly and the Kinsmen organization for the great job they did in setting up this conference. Twenty-eight service clubs from several different countries were in attendance. Kiwanis will be hosting this meeting in Chicago, November of this year.

It has been most heartwarming to visit with and get the enthusiastic response of acceptance from the men I have asked to serve as Chairmen and Committee men for the year 1980-81.

I request your approval of these appointments as per attached Exhibit "A".

Recommendation #1:

It is recommended that the appointees to the 1980-81 Committees as listed in Exhibit "A" be approved.

I move recommendation 1 be adopted.

(adopted)

The plans for the Governors-Elect Training Conference to be held in March are down to the final details. It is expected that all 43 Governors-Elect will be in attendance for this first meeting of this group. I am extremely pleased with the faculty which will consist of the Leadership and Council Committee, along with staff, and know that it will be very rewarding and educational for the Governors-Elect.

The longer I am in Kiwanis the more I see the great need for Kiwanis Education. As important as numbers are and will continue to be, the more convinced I am that our membership deletion factor will decrease as our Kiwanis Education increases. This is an urgent matter, and I expect to put considerable effort into this area next year.

I want to thank Secretary Reg and everyone on our staff for their cooperation and assistance as I continue to put the 1980-81 challenges and opportunities together. I ask you, Secretary Reg, to please convey my thanks to everyone on our staff for their continued assistance.

Respectfully submitted,

Merald T. Enstad
President-Elect

1980-81 International CommitteesACHIEVEMENT

Chairman: William A. Thatcher(Bill). 7035 N. W. 4th Street, Plantation,
Florida 33317
George Bush, 1602-200 Ronald Street, Winnipeg, Manitoba R3J 3J3
Canada
Charles E. Hardy (Mike), 512 Benton, Missoula, Montana 59801
John M. Lutsch, P. O. Box 568, Medina, Ohio 44256
William C. Stiefel, 10 Kings Way, Mobile, Alabama 36608

ADMINISTRATION

Chairman: J. Donovan Jackson, 1043 Allouez Road, Marquette, Michigan 49855
Ralph O. Howard, P. O. Box 2365, Chapel Hill, North Carolina
27514
Otto R. Lawrence, 8639 - 39th Street, S.W., Seattle, Washington
98136
Edward A. Novak, Jr., M.D., 162 Clinton Street, Redwood City,
California 94062
Lawrence W. Young, P.O. Box 1158, 2301 8th Street, Tuscaloosa,
Alabama 35403

CIRCLE K CLUBS

Chairman: Mauro C. Valentine, 217 West 3rd Street, Mount Vernon, New
York 10550
S. H. Burgin (Bill), P.O. Box 600, North Little Rock, Arkansas
72115
Albert C. Klivington, 38 Ellis Drive, Basking Ridge, New
Jersey 07920
Thomas Longhitano, 720 2nd Street Pike, Southampton,
Pennsylvania 18966
Darrel D. Witham, 5520 N. W. Brickyard Road, Topeka, Kansas
66618

CITIZENSHIP SERVICES

Chairman: Thomas H. Wright, 4 Bellevue Avenue, Melrose, Massachusetts
02176
Walter E. Boyden, 1000 Military Drive, Salt Lake City, Utah 84105
Frank E. Craven, 1060 King Arthur Drive, Box 338-LWW, Macon
Georgia 31210
Melvin B. Dennis, P.O. Box 557, Puyallup, Washington 98371
Thomas P. Salyer, Rt. 8, Box 702-J, Tucson, Arizona 85710

INTERNATIONAL RELATIONS -
WORLDWIDE EAST

Chairman: Knut Aamodt, Borgenbraten 83, 1370 Asker, Norway
Leonard A. Baker, Jr., (Doc), 570 West Flagler Street, Miami,
Florida 33130
Andrew M. Bryan, 2604 Military, Port Huron, Michigan 48060
(Cuellar) Humberto E. Cortes, Calle - #9-82 - Piso #8, Bogota, Colombia
R. Troy Holcombe, West Georgia College, Maple Street,
Carrollton, Georgia 30118

INTERNATIONAL RELATIONS -
WORLDWIDE WEST

Chairman: Ernie W. Korte, 531 Helene, Tulare, California 93274
Marvin S. Appleby, P.O. Box 128, Ft. Benton, Montana 59442
David C. Henderson, P.O. Box 928, Taupo, New Zealand
A. Elliott Johnson, 2025 Riverside Drive, Mount Vernon,
Washington 98273
Emilio M. Piansay, c/o Inter-Island Gas Service, Inc., 257 San
Pedro Street, Davao City 9501 Philippines

KEY CLUBS

Chairman: John B. Johnston, II, 9405 Rockport Drive, Cincinnati, Ohio
45231
Dr. Werner E. Brand, 1215 S. 13th Street, Moorhead, Minnesota 56560
Philip Broadhead, P.O. Box 569, Tunkhannock, Pennsylvania 18657
Thomas J. Deen, Jr., P.O. Box 154, Istachatta, Florida 33536
A. F. Lough (Al) 1 Taggart Place, Regina, Saskatchewan S4S 4G3
Canada

MAJOR EMPHASIS PROGRAMS

Chairman: Donald G. Wilson, P.O. Box 2497, Fort Worth, Texas 76101
Dr. Virgil E. Christensen, 239 W. Skyline Court, Mankato,
Minnesota 56001
Glenn A. Claybaugh, Ph.D., 1612 Russell Avenue, Evansville,
Indiana 47712
Charles H. Kemper, Jr., P.O. Box 86, Troy, Missouri 63379
Phillip J. Paul, 558 Sollas Court, Lyndhurst, New Jersey 07071

MEMBERSHIP GROWTH AND EDUCATION -
WORLDWIDE EAST

Chairman: L. H. DeGarmo (Dig), 3801 Millender Mill Road, Upperco,
Maryland 21155
Gerald P. Christiano, 2706 Main Street, Leicester, New York 14481
Dr. Lucian E. Ford, 21 Central Avenue, Hammonton, New Jersey
08037
John D. Morton, 130 Sweden Street, Berlin, New Hampshire 03570
Roscoe R. Payne, 708 South Church Street, Charles Town,
West Virginia 25414

MEMBERSHIP GROWTH AND EDUCATION -
WORLDWIDE WEST

Chairman: Noris A. Lusche, 616 East Speer Boulevard, Denver, Colorado 80203
Charles B. Gillespie, Jr., P.O. Box 8, Midland, Texas 79702
Gene H. Favell, 1201 Eldorado, Klamath Falls, Oregon 97601
Marcus A. Pharr(Tommie), 1010 West Maple, Lee's Summit,
Missouri 64063
K. Neil Purbrick, 32 Wingan Avenue, Camberwell 3124, Victoria,
Australia

NEW CLUB BUILDING -
WORLDWIDE EAST

Chairman: Gene R. Overholt, 41202 Marlin, Plymouth, Michigan 48170
R. Tyler Bland, Jr., 713 Main Street, West Point, Virginia 23181
Blaine Eddy, 1868 Crossroads, Kenova, West Virginia 25530
J. J. Johnston, Jr., 467 Fielding Drive, Pittsburgh, Pennsylvania
15235
William B. Simpson, M.D., 220 West Walnut, Mayfield, Kentucky
42066

NEW CLUB BUILDING -
WORLDWIDE WEST

Chairman: Robert E. Wales, P.O. Box 3075, Baton Rouge, Louisiana 70821
Carl V. Hays, 15 East Fenner Street, Marshalltown, Iowa 50158
Robert G. Sinn, 1712 Indian Trail Drive, Naperville, Illinois 60540
Avelino V. Tanjuakio, Tarlac, Tarlac, Philippines
Frank J. Vascellaro, P.O. Box 597, Bethany, Oklahoma 73008

PUBLIC RELATIONS

Chairman: Darrell Coover, National Association of Independent Insurers,
Suite 401, 499 South Capital Street, Southwest,
Washington, D. C. 20003
Alan R. Anderson, 3604 Sherrie Lane, Racine, Wisconsin 53405
Loy L. Chase, P.O. Box 493, 1908 Meadowlark Drive, Augusta,
Kansas 67010
Howard C. Maycock, P. O. Box 347, Springville, Utah 84663
Hugh D. Morgan, 3030 Telegraph Avenue, Berkeley, California
94705

RESOLUTIONS

Chairman: G. Bruce Bartels, 388 Henkens Drive, Chadron, Nebraska 69337
Lorin J. Badskey, 135 El-Ray Park, North Webster, Indiana 46555
Claude Berr, 6 Rue du Commandant-Marchand, F-75116, Paris,
France
W. J. Blechman, M. D., (Wil), 2200 N. E. 201st Street, Miami,
Florida 33180
Reverend Richard D. Hogan, 205 Oakland Avenue, Council Bluffs,
Iowa 51501
Dyche Jones, P. O. Box 396, London, Kentucky 40741
Kenneth W. Smith, D. C., 227 Dumfries Avenue, Kitchener,
Ontario N2H 2E6 Canada
1980-81 President-elect

SUPPORT OF SPIRITUAL AIMS

Chairman: J. Ray Hunter, P. O. Box 398, Sanford, North Carolina 27330
Elton R. Lube, P. O. Box 141, 11401 Snowville Road, Brecksville,
Ohio 44141
Jack L. Marcus, 711 Blanchard Street, El Paso, Texas 79902
S. Keith Stoddard, P.O. Box 1144, Burley, Idaho 83318
Carl M. Tyler, 500 W. Lincoln Highway, Suite C, Merrillville,
Indiana 46410

YOUTH SERVICES

Chairman: Eugene P. Price, P.O. Box 278, Erwin, Tennessee 37650
Chester Bogushas, 24 Central Avenue, Waterbury, Connecticut 06702
Eugene J. Maier, 5828 Pepper Ridge Rd., Jackson, Mississippi 39211
Ernest E. Hunt, 1084 Hagadorn Road, Mason, Michigan 48854
Mort Freedman, 435 E. Greystone Ave., Monrovia, Calif. 91016

KIWANIS EDUCATION -
WORLDWIDE EAST

Chairman: Clinton H. Whitfield, P. O. Box 77, Oranjestad, Aruba,
Netherlands, Antilles
John H. Dorrill, Jr., P.O. Box 11000, Montgomery, Alabama 36111
H. C. Evans, Jr., P.O. Box 35, Banner Elk, North Carolina 28604
Donald. C. Marble, 1404 Woodmere Drive, Charleston, West
Virginia 25314
E. Alton Reeves, Jr., 2866 Church Street, East Point, Georgia
30344

KIWANIS EDUCATION -
WORLDWIDE WEST

Chairman: Ronald R. Bubel, D.C., 804 East Main Street, Wessington
Springs, South Dakota 57382
W. Donald Goodfellow, #555, 600 6th Avenue, S.W., Calgary,
Alberta T2P 0S5 Canada
Arthur L. Gratias, R.R. 1, Box 210, Nora Springs, Iowa 50458
Guy Hayes, 1413 E. Euclid, McPherson, Kansas 67460
Dr. Richard C. Peterson, 707 Murphy Drive, Alamosa, Colorado
81101

PROJECT 30

Chairman: William L. Lieber, 4950 Broadway, Gary, Indiana 46409
Marcus M. Marble, M.D., 112 North 3rd Street, Buckeye, Arizona
85326
F. Keith McGruer, McGruer Metal Products, Inc., 300 Canal
Bank Road, Ville St. Pierre, Quebec H8R 1H3 Canada
David Self, 1332 Westmoreland, Lake Charles, Louisiana 70605
Elliot D. Spiro, P.O. Box 353, 1175 W. Broadway, Hewlett, New
York 11557

COMMUNICATIONS

Chairman: Joseph A. Ross, 1042 S. Elmwood Avenue, Oak Park, Illinois 60304

COUNCIL AND CONVENTION MUSIC

Director: Verrollton C. Shaul (Vic), 72 Greencroft Drive, Champaign,
Illinois 61820

REPORT OF THE SECRETARY
TO THE
INTERNATIONAL BOARD OF TRUSTEES

January 26, 1980

The first four months of President Mark's leadership have been characterized by the placing of greater emphasis on the role of the volunteer than at any time in the recent history of Kiwanis International. This has been demonstrated in all of the various areas of endeavor by clubs and individual Kiwanians, with very evident success in the all-important area of new club building. Forging ahead under the theme "BUILD TOGETHER," the members of President Mark's leadership team, including the members of this Board, a fired-up class of district governors, dedicated international committees, and leaders at club and division levels, with the full cooperation of the General Office Staff, have achieved notable success as the statistics I am about to present will illustrate.

NEW CLUB BUILDING This is the area which shows the most dramatic results, since the 1979-80 administrative year finds us with a considerably smaller field service staff than we have had for the past several years. Despite a cut in the cost of field service, both in salaries and travel expense, the number of new clubs built to the date of preparation of this report is 92 as compared to 96 last year at this time. This has been made possible by the strong support of district leadership, President Mark's continual follow-up with his governors, and the dedication of our field service department.

Sixty-two new Kiwanis clubs have been organized in the twenty-eight districts comprising the United States; 3 in the Eastern Canada and the Caribbean District; 3 in the Andean; 2 in Australia; 5 in Philippine Luzon; 3 in Philippine South; 1 in Republic of China; and 1 in the non-districted area of India. Kiwanis International - Europe reports 2 in Austria-Germany; 6 in Benelux-France-Monaco; 1 in Italy; 2 in Norden; and 1 in Switzerland-Liechtenstein.

Indiana, Pennsylvania, Iceland, Japan, Montana, Nebraska-Iowa, New Zealand, Rocky Mountain, and Western Canada have not organized a new Kiwanis club this year. Certainly those who are counselors to these districts will want to help inspire district leadership to achieve at least one new club before the Anaheim convention.

Governors who participated in the Phoenix and Detroit Regional Conferences indicated in their predictions that they will reach and, in many cases, exceed their new club building goals. As counselors to their districts we are confident that you will continue to give them every possible assistance in making those predictions come true.

MEMBERSHIP As of September 30, 1979, the certified membership totaled 293,019. This included 1,501 members in Extension and 11,807 in Kiwanis International - Europe. Since the comparable figure on September 30, 1978 was 289,362, this reflects a gain in membership of 3,657 members for a net percentage gain of 1.26%.

New member adds from October 1, 1979 through December 26, 1979 totaled 15,035. For the same period in 1978, the new member adds were 14,905; in 1977 -- 15,411; and in 1976 -- 13,933. The APS Trend Membership for December 26, 1979 was 297,455, which includes 12,141 members in Kiwanis International - Europe. The addition of 3,480 honorary members brings the total membership in all classes to 300,935.

ANAHEIM CONVENTION Details of the convention program will be finalized during this session of the Board so that Chairman Drew Petersen will be able to announce most, if not all, of the speakers when he presents the report of the Board Committee on Convention next week. Art Linkletter has accepted our invitation to address one of our Contemporary Issues and Host Committee Chairman Dick Smith advises us that John Wooden is "90% sure" to accept our invitation to be our Sunday evening speaker. Final determination of our Wednesday night entertainment is awaiting word from New Orleans Host Committee Chairman John Murdock regarding Dixieland participation in the 1981 invitation and/or the Wednesday night entertainment.

We are receiving excellent cooperation from the host district and the divisions in the vicinity of Anaheim. The total number of 100% registration clubs is expected to be from 25 to 30 and all indications are that this will be another record-breaking convention.

KEY CLUB Membership in Key Club International continues to grow, as evidenced by the fact that the paid membership to date is 72,534, compared to 64,749 a year ago. The total number of clubs is 3,518, compared to 3,497 last year. Again this year dues are being received much more rapidly as a result of our expanded use of the computer. The amount of dues collected to date is \$181,438, compared to \$162,871 on this date last year. Our thanks also go to the districts for their continuing and successful efforts to collect dues as quickly as possible.

CIRCLE K Membership to date in Circle K totals 9,484 as compared to 8,607 at this time last year. The total number of clubs is 719, compared to 690 a year ago. However, non-meeting clubs total 77 compared to 53 at this time last year. There is also concern at the fact that 205 clubs had not had their sponsorship fee paid as of the latest report so that the total amount of sponsorship fees paid to date is \$52,200, as compared to \$54,600 last year at this time. The Circle K International Board met here in the General Office on January 4 to 6, and is working diligently to rectify this situation as soon as possible.

BUILDERS CLUBS We now have officially chartered 345 Builders Clubs, which compares very well with the 262 reported just one year ago today. Seventeen of these clubs were actually organized since October 1, 1979. However, we have processed nearly 30 charter applications since the start of this administrative year.

Our new Builders Club audio-visual presentation, consisting of a set of slides and a narration cassette, is now available and was provided to several district chairmen who requested that they be available in time for their mid-winter conferences. We are now in the process of sending one set to each district chairman and anticipate seeing early evidence of their effect on the growth rate of our Builders Club program. We will look for an opportunity to show this presentation to the Board during the next few days.

"CHOICES ABOUT DRUGS AND DRINKING" This is the latest in our series of special programs prepared for use in junior high schools in the continuing fight against drug abuse. We received 10,000 copies of "Choices About Drugs and Drinking" on December 12 and a letter from President Mark, together with a brochure/order form, was included in the December general mailing. It is interesting to note that sales as of January 14 totaled 181 copies.

FINANCE & PERSONNEL COMMITTEE MEETING On November 17 and 18, 1979, the Board Committee on Finance and Personnel met here in the General Office to determine its recommendation for the man who will take over management of the General Office upon my retirement, and to make several determinations with regard to levels of compensation and fringe benefits for all employees of the General Office. Their recommendations have been put forth in a formal report made by Chairman Mac McKitrick, but I would like to express my deep sense of satisfaction with their unanimous choice and, in the telephone survey which followed, your unanimous choice of Pete Hanly as my successor. I have had the privilege of knowing and working with Pete in his role as Executive Director of The Association of Kinsmen Clubs for the past eleven years. I have always found him to be representative of the highest ideals of Kiwanis service and dedication and I am looking forward to his coming to our staff on or about May 1. If present plans work out, Pete will be with us for this meeting and I know you will enjoy meeting him and working with him for the advancement of Kiwanis International in the years which lie ahead.

KIWANIS MAGAZINE We continue to receive evidence of enthusiastic reception of editorial features in our magazine, with frequent requests for reprint privileges. Two recent articles for which we have received many requests for reprints are "Coping with Shyness" from the November-December issue, and "Closing Mental Health's Revolving Door" from the January issue, which has only been out for a few weeks.

Advertising continues to make a strong contribution, with unaudited figures for five issues showing us to be considerably ahead of budget and even ahead of last year, which was a record-breaking year for advertising. Percentage-wise, our advertising revenue is up 10.35% over last year and prospects are good for the rest of this year, depending always upon the general economy.

GENERAL OFFICE
SPACE PROBLEM

In my report to this Board last September, I indicated our concern about the need for more space to be made available in the General Office in view of our rapidly increasing number of clubs to be served, our new international committee responsibilities, the expansion of our data processing department and the resultant services provided, and the growth of our Kiwanis International Foundation. While no specific decision was made with regard to the proposal made by Donn Ayre & Associates, some elements of it were adopted and have been brought to reality as you have seen today. We have also leased sufficient additional space at the North Pier Terminal to move our supplies and literature department in order to make room for needed office expansion. However, our greatest need is for a decision as to just how this building will be remodeled to provide needed space.

At our request, and based on the changes recommended by President Mark and the Board Committee on Property and Supplies, Doon Ayre has developed a modified version of his original proposal at less than half of the cost. Details and diagrams were mailed to the committee members last week and it is absolutely essential that before this meeting is adjourned we will have a viable plan for the use of this building as long as it serves as our General Office. If approved, the new proposal envisions completion by the end of May and will take care of our needs for the next ten years.

SUPPLIES During the time since the last meeting of this Board the Supplies Department has been beset by problems. Our new Supplies Manager, approved retroactively to July 23, 1979, when he joined our staff, has not worked out to our satisfaction and is no longer with us. The personnel of the department, with one exception, has been completely changed and our service to clubs has deteriorated to the point where a change in management was mandated. We are interviewing in our search for a new supplies manager with Frank Schwerthoffer filling in temporarily as Acting Supplies Manager.

DATA PROCESSING Pursuant to this Board's decision to purchase our System 3/ Model 15 Data Processing equipment, we now own our computer and it is providing us with many of the services for which it was designed. However, all new services and changes to existing services planned for this administrative year have now been postponed to focus all efforts on completion of automating our financial reporting system. The only exceptions to this will be preparation for the combined international and district dues billing system, scheduled for March 1 of this year, and modifications to current computer programs and processing procedures for prepaid processing fee and special Kiwanis magazine subscriptions.

FINANCE The end of the first quarter of the 1979-80 administrative year finds us with an overall favorable budget variance of nearly \$100,000. The Finance and Personnel Committee reviewed several budget adjustments this morning that will decrease budgeted expenditures, primarily in the areas of data processing and in field service costs. In both cases the Board has already acted, but the budget has not been fully impacted until now.

The financial outlook for the remainder of this administrative year is bright with the exception of the Supplies Department. There we are preparing special promotional efforts to stimulate sales and, of course, are hopeful that we can find the right man to serve as our new Supplies Manager and to whom we can look for leadership in the development of our potential for considerably increased sales volume.

OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS Designated more briefly as the O.F.C.C.P., this office has been working for nearly two years on proposed regulations which would prohibit Federal Contractors from paying membership fees for its employees in organizations which exclude persons on the basis of race, color, sex, religion or national origin. These regulations were officially proposed in The Federal Register on Tuesday, January 22, 1980. We mailed you a copy of introductory material on this, along with a copy of a related letter from New England Bell. We now have sixty days in which to register any objections and I feel sure that full discussion and determination of future action will be accorded this problem during this meeting of the Board.

Respectfully submitted,

R. P. "Reg" Merridew
International Secretary

GENERAL OFFICE ADMINISTRATIVE ACTION

January 26-30, 1980

- a. Elimination of membership of not-meeting clubs from active membership files:

<u>CLUB</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT-MEETING</u>
River City, Wetumpka, Alabama	28	3-08-79	9-30-79
El Espinal, Tolima, Colombia	18	10-13-76	9-30-79
Flandes, Colombia	25	11-23-77	9-30-79
Garzon, Huila, Colombia	23	9-11-77	9-30-79
Guamo, Colombia	7	11-25-78	9-30-79
La Plata, Colombia	41	11-28-79	9-30-79
Neiva Andaquias, Colombia	25	9-09-77	9-30-79
Venadillo, Colombia	27	11-26-77	9-30-79
El Cajon-East, California	11	9-27-78	9-30-79
Hacienda Hills, California	6	2-05-76	9-30-79
South El Monte, California	4	3-09-66	9-30-79
Westlake Village, California	10	9-28-76	9-30-79
Wilmington, California	12	10-22-35	9-30-79
Montgomery Mall, Bethesda, Maryland	35	11-05-69	9-30-79
St. Pete Beach, St. Petersburg Beach, FL	16	11-29-77	9-30-79
Rabun County, Clayton, Georgia	24	9-18-78	9-30-79
Darien Area, Illinois	10	9-30-75	9-30-79
La Grange Park, Illinois	11	8-28-62	9-30-79
Greater Leavenworth, Kansas	12	10-23-56	9-30-79
Norton, Kansas	6	3-01-76	9-30-79
Smith Center, Kansas	13	3-25-77	9-30-79
West Fargo, North Dakota	19	9-22-78	9-30-79
Richmond Heights, Missouri	7	2-17-41	9-30-79
Martha's Veneyard, Massachusetts	29	8-20-75	9-30-79
Wayland, Massachusetts	17	5-06-52	9-30-79
Barrington, Rhode Island	20	6-12-78	9-30-79
Metropolitan Lima, Lima, Ohio	21	1-27-60	9-30-79
Magnolia District, Seattle, Washington	25	3-10-47	9-30-79
Raleigh Hills, Portland, Oregon	20	12-19-61	9-30-79
Toledo, Oregon	7	8-09-62	9-30-79
Victoria, -"S.S., Beaver", British Columbia	11	11-02-61	9-30-79
Willamette, Portland, Oregon	9	3-26-54	9-30-79
Hermosillo, Sonora, Mexico	21	3-15-79	9-30-79
Rio Grande, Albuquerque, New Mexico	15	11-12-53	9-30-79
Tolleson, Arizona	15	11-12-75	9-30-79
Hope Hull, Alabama	11	2-23-78	10-25-79
North Mobile, Alabama	9	12-28-55	10-25-79
Studio City, California	21	8-04-49	10-25-79
Clemson, South Carolina	11	9-24-70	10-25-79
Orange City, Florida	15	5-01-75	10-25-79
South Haven, Mississippi	15	5-31-78	10-25-79
Sulphur, Louisiana	13	9-19-74	10-25-79
Haddon, Haddonfield, New Jersey	8	11-05-46	10-25-79
Old Bridge, New Jersey	10	6-02-76	10-25-79

<u>CLUB</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT-MEETING</u>
Willowbrook, Wayne, New Jersey	20	8-03-78	10-25-79
The Rockaways, New York City, New York	21	12-27-67	10-25-79
Smithtown, New York	16	4-09-40	10-25-79
Breman-Rush Creek, Ohio	22	8-10-77	10-25-79
Chesapeake, Ohio	11	6-07-77	10-25-79
Wapakoneta, Ohio	14	6-17-55	10-25-79
San Juan Farmington, New Mexico	9	10-09-75	10-25-79
Angono, Rizal Philippine Luzon	21	8-30-77	10-25-79
Las Pinas, Rizal, Philippines Luzon	17	5-21-71	10-25-79
Pili Camarines Sur, Philippine Luzon	23	4-11-76	10-25-79
Tikub Lake, Tiaong, Philippine Luzon	37	10-10-76	10-25-79
Bethany, West Virginia	8	5-20-53	10-25-79
Weston, West Virginia	10	6-30-66	10-25-79
Chatom, Alabama	7	8-28-50	10-30-79
Jasper, Florida	10	12-10-48	10-30-79
Newburgh, Northside, Indiana	11	12-20-78	10-30-79
Scottsdale, South Bend, Indiana	4	11-21-74	10-30-79
Oakdale, Louisiana	12	4-07-76	10-30-79
The Hanovers, New Jersey	6	6-16-76	10-30-79
Shiner, Texas	16	6-30-77	10-30-79
South Cobb County, Georgia	6	10-26-76	11-09-79
Gallatin Canyon, Big Sky, Montana	23	5-19-76	11-09-79
Mentor, Ohio	13	5-14-56	11-09-79
Fairfax, Oklahoma	21	10-01-78	11-09-79
Point Isabel, Port Isabel, Texas	15	4-27-73	11-09-79
Perth North Suburban, Australia	8	4-09-76	11-20-79
Langley Park, Maryland	22	10-01-78	11-20-79
Norfolk-Princess Anne, Virginia	10	11-08-61	11-20-79
Ocean City, Maryland	12	5-18-73	11-20-79
Spotsylvania, Virginia	8	1-04-73	11-20-79
Southwest Philadelphia, Pennsylvania	18	11-26-75	11-20-79
Greater Elmhurst, Illinois	6	6-12-56	11-28-79
Round Lake Area, Illinois	11	10-17-73	11-28-79
Waukegan, Lakehurst, Illinois	20	9-14-78	11-28-79
Kunsan, Korea	20	4-20-77	11-28-79
Pusan, Korea	15	7-10-70	11-28-79
Sa-Cheon, Korea	14	10-27-69	11-28-79
Camdenton, Missouri	15	3-02-78	11-28-79
Dearborn, Missouri	7	6-29-54	11-28-79

<u>CLUB</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT MEETING</u>
Forsyth County, North Carolina	15	1-27-59	12-26-79
Aberdeen, Mississippi	15	6-08-78	12-26-79
The Bayous, Plaquemine, Louisiana	11	11-19-74	12-26-79
The Central Area, Baton Rouge, Louisiana	15	3-21-78	12-26-79
Jonesville, Louisiana	20	2-06-79	12-26-79
St. John, LaPlace, Louisiana	14	11-08-78	12-26-79
Minden, Louisiana	16	2-25-76	12-26-79
Ringsted, Iowa	12	10-10-61	12-26-79
Dedham, Massachusetts	14	3-24-59	12-26-79
Golden K, Shenendehowa, New York	11	4-04-78	12-26-79
Franklin Regional Area, Murrys ville, PA	9	11-25-75	12-26-79
Lancaster-Manor, Pennsylvania	10	3-31-65	12-26-79
Luzerne County Community College, Manticoke, PA	14	11-15-77	12-26-79
Belton, Texas	8	9-30-76	12-26-79
Blessing, Texas	7	7-25-69	12-26-79
Port Arthur-Gulfgate, Texas	14	7-16-74	12-26-79
Troup, Texas	10	10-01-71	12-26-79
Checotah, Oklahoma	18	7-22-71	12-26-79
Fredrick, Oklahoma	6	6-15-60	12-26-79
Hollis, Oklahoma	20	3-30-28	12-26-79
Sand Springs, Oklahoma	19	2-16-78	12-26-79
Magog, Quebec	13	11-04-50	1-07-80
Henryetta, Oklahoma	11	3-23-71	1-07-80
Paradise Valley, Las Vegas, Nevada	13	3-10-70	1-09-80

b. Organization of new clubs:

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Talugtug, Nueva Ecija, Philippines	4-20-79	24
Lopez, Philippines	4-24-79	22
Grand Ledge, Michigan	6-26-79	22
Maasin, Philippines	7-11-79	22
Kalibo, Aklan, Philippines	7-13-79	32
Golden K Of Davao City, Philippines	7-20-79	30
Mile Gully, Manchester, Jamaica, West Indies	8-3-79	27
Ta Li, Taichung, Taiwan, Republic of China	8-8-79	20
Morong, Rizal, Philippines	8-25-79	29
Baao, Camarines Sur, Philippines	8-26-79	24
Sta. Ignacia Central, Philippines	8-26-79	31
Bepz (Mariveles), Philippines	8-28-79	21
Minneapolis, 494-100, Minnesota	8-28-79	20
Taytay, Philippines	8-29-79	22
Lombard, Illinois	9-2-79	20
Suisun, California	9-4-79	24
Bloomington, California	9-4-79	23

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Cooley Ranch, Colton, California	9-5-79	25
Rancho Bernardo, California	9-5-79	30
Austin-Greater East, Texas	9-6-79	23
Cap 320, Houailou, New Caledonia	9-6-79	20
Westland, Florida	9-11-79	24
Kansas City-West, Kansas	9-11-79	20
Oskaloosa-Sunrise, Iowa	9-11-79	24
Granger, Utah	9-12-79	21
Rogue River, Oregon	9-12-79	20
Calais-Woodland, Maine	9-12-79	22
Beauvais, France	9-12-79	20
Pascack Hills, Montvale, New Jersey	9-13-79	20
Colton Morning, California	9-14-79	22
Fontana Sierra, California	9-14-79	20
Mt. Apo, Kidapawan, Philippines	9-18-79	26
Tar River, Rocky Mount, North Carolina	9-19-79	33
Harrah, Oklahoma	9-19-79	20
Triton, Bourbon, Indiana	9-19-79	20
Boise-Golden K, Idaho	9-19-79	25
South Dale, Alabama	9-20-79	25
Sunrise Redmond, Washington	9-20-79	20
Tuckahoe, Richmond, Virginia	9-20-79	27
Inagua, Bahamas	9-21-79	29
B. F. Homes, Paranaque, Philippines	9-24-79	21
North Scott, Eldridge, Iowa	9-25-79	20
Woodhaven, New York	9-25-79	20
Albany-El Cerrito, California	9-25-79	22
Brook Park, Ohio	9-25-79	20
Reston, Virginia	9-25-79	21
Starrett City, New York	9-26-79	20
Thomasville, Alabama	9-26-79	20
Dansville, New York	9-26-79	21
Montalta, Coutts, Alberta	9-26-79	25
Limestone, Silver K, Kingston, Ontario	9-26-79	20
Naarden, Netherlands	9-26-79	20
Teague, Texas	9-27-79	25
Greater New Milford, Connecticut	9-27-79	21
Golden K, Aurora, Illinois	9-27-79	20
Opotiki, New Zealand	9-27-79	21
Eufaula, Oklahoma	9-27-79	20
Tobacco Valley, Eureka, Montana	9-27-79	20
Scripps Mira Mesa, San Diego, California	9-27-79	27
Empress-Bindloss And District, Big Forks, Alberta	9-27-79	26
Juan De Fuca, Port Angeles, Washington	9-27-79	23
Fyzabad, Trinidad	9-27-79	20
Adelaide Torrens, Australia	9-27-79	20
North Plumpton, Australia	9-27-79	21
Vannes, France	9-27-79	20
North Lake Tahoe, Nevada	9-27-79	23
West Chambers County, Texas	9-28-79	23
West Chambers County, Texas	9-28-79	23

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Moosomin District, Saskatchewan	9-28-79	20
Bohemia Sunrisers, Cottage Grove, Oregon	9-28-79	22
Viriden, Manitoba	9-28-79	22
Parkway Village, Memphis, Tennessee	9-28-79	20
Industrial Heights of Denver, Colorado	9-28-79	20
Junction, Jamaica, West Indies	9-28-79	23
Martinez-Evans, Georgia	9-28-79	22
Staunton, Illinois	9-28-79	20
University, Pine Bluff, Arkansas	9-28-79	28
Aurora Borealis, Illinois	9-29-79	20
Waterloo Laurel, Ontario	9-29-79	20
Thonon-Leman, France	9-29-79	21
Lorrach, Germany	9-30-79	21
Saverne, France	9-30-79	22
Pavia, Italy	9-30-79	20
San Jose City, Nueva Ecija, Philippines	10-1-79	22
Sta Barbara, Philippines	10-1-79	21
Tea Tree Gulley, Australia	10-1-79	22
Mid-Peninsula A.M.-Redwood City, California	10-1-79	22
York, Maine	10-1-79	35
Metro Atlanta, Georgia	10-1-79	20
Perris Valley, California	10-3-79	24
River Falls, Wisconsin	10-4-79	21
Berryville, Texas	10-6-79	21
Mountain Park, Georgia	10-11-79	25
Limoges Saint Eloi, France	10-13-79	20
Pine Bluff, Golden K, Arkansas	10-15-79	27
Salaberry, Quebec	10-16-79	25
Anniston Sunrisers, Alabama	10-18-79	25
"Highway 58" Chattanooga, Tennessee	10-18-79	25
Kapitolyo, Metro Manila, Philippines	10-18-79	30
Fat Tuesday, New Orleans, Louisiana	10-23-79	20
Aalesund, Norway	10-17-79	20
Cienega, Colombia	10-25-79	21
Lake Elsinore Valley, California	10-26-79	22
Calcutta, India	10-27-79	30
Prairie Village, Kansas	10-27-79	20
Welkenraedt-Troit Frontieres, Belgium	10-27-79	21
South Sharp County, Arkansas	10-30-79	23
Crestwood Village, Whiting, New Jersey	10-31-79	22
Sto. Thomas, Pampanga, Philippines	10-31-79	25
Shinnston, West Virginia	11-5-79	25
Columbia-Five Points, South Carolina	11-8-79	24
Werdenberg, Switzerland	11-9-79	20
Yue Si Hualien, Taiwan, Republic of China	11-10-79	20
Cenla Pacemakers, Alexandria, Louisiana	11-12-79	24
Powell County, Kentucky	11-12-79	22
Lyons-McCook, Illinois	11-13-79	20
Lake Park, Du Page County, Illinois	11-13-79	22

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
County Line, Mt Orab, Ohio	11-13-79	20
Cloudcroft, New Mexico	11-15-79	21
Whitewater Golden K, Wisconsin	11-17-79	23
Waldorf, Maryland	11-20-79	20
Macon, France	11-24-79	20
Round Rock-Sunrisers, Texas	11-26-79	24
Freiburg-Zahringer, Germany	11-26-79	20
Lentini, Italy	11-26-79	24
Auxere, France	11-26-79	21
Piney Flats, Tennessee	11-27-79	20
Crown Heights, Brooklym, New York	11-27-79	20
Rio Hondo, Texas	11-27-79	23
La Mirada, California	11-27-79	21
Grand Forks-Golden K North, North Dakota	11-28-79	22
Sun City West, Arizona	11-28-79	27
Carson, California	11-28-79	20
Stavanger, Norway	11-28-79	20
Wilmington West, Delaware	11-29-79	27
Central Park-Bethpage, New York	11-29-79	46
Franch Prairie Woodburn, Oregon	11-29-79	21
Warren, Arkansas	11-29-79	23
Liberty, New York	11-29-79	22
Madison, Alabama	11-29-79	20
North Clarksville, Tennessee	11-29-79	20
Mapleton, Utah	11-29-79	22
Ventanas, Los Rios Ecuador	11-29-79	23
Quincy-Golden K, Illinois	11-30-79	21
Middle Village, New York	11-30-79	20
Freeport, Florida	11-30-79	21
Sedona, Sunrise, Arizona	11-30-79	23
Saint-Gaudens Comminges, France	11-30-79	20
"Llano Grande" Del Espinal, Colombia	12-4-79	20
Farmington-East, New Mexico	12-5-79	28
Upper Wenatchee Valley, Leavenworth, Washington	12-5-79	22
Durand, Michigan	12-11-79	22
Boynton Beach Sunrisers, Florida	12-11-79	20
Salmo, British Columbia	12-12-79	20
South Buncombe-Arden, North Carolina	12-13-79	29
Chilliwack Golden K, British Columbia	12-13-79	20
Forney, Texas	12-13-79	24
Saarpfalz-Homburg/Saar, Germany	12-14-79	20
Koger Center, Atlanta, Georgia	12-17-79	21
Marowijne, Moengo, Surinam	12-18-79	25
Kalayaan, Quezon City, Philippines	12-18-79	24
Boulogne-Sur-Mer, France	12-18-79	21
Los Lunas, New Mexico	1-5-80	21
Buffys Corners, Brampton, Ontario	1-8-80	20
Collinsville-Sunrise, Illinois	1-9-80	23
Roosevelt Field, Long Island, New York	1-15-80	20

c. Change of Kiwanis Club names:

From Kiwanis Club of:

Ann Arbor, Briarwood, Mich.
Chickasaw, Blytheville, Ark.
West Valley, Wash.

To Kiwanis Club of:

Ann Arbor-Briarwood-Pittsfield, Mich.
Blytheville, Chickasaw, Ark.
West Valley, Spokane, Wash.

d. Club Incorporations completed:

Algona Golden K, Ia.
The Beatitudes, Phoenix, Ariz.
Canadian, Tex.
Columbus, Centennial, Ohio
Cortana, Baton Rouge, La.
Cushing, Okla.
Deer Lodge, Mont.
Dixon, Golden K, Ill.
Eau Claire, Golden K, Wis.
Golden K, Mt. Vernon, N. Y.
Gordon Head, Victoria, B. C.
Hamilton-Central, Ont.
Mauldin, S. C.
North Fort Myers, Fla.

Nyssa, Ore.
Orland Park, Ill.
Palm Harbor Area, Fla.
Paris, Early Risers, Ill.
River Ridge-Harahan, La.
Robeson, Lumberton, N. C.
Sanford, Fla.
Sheridan, Wyo.
St. Johns 707, Mich.
Warner Robins, Ga.
West Valley, Spokane, Wash.
Woodstock-Portland, Ore.
Ygnacio Valley, Walnut Creek, Cal.

e. Circle K Clubs completed:

CIRCLE K CLUB

The Colorado College
Paris Junior College
West Chester State College
Hamilton College
Virginia Intermont College
Pennsylvania State University-Ogontz
Faulkner State Junior College
The University of Nebraska
Parkland Community College
Lock Haven State College
Eastern Washington University
Utah Technical College-Orem
Brock University
Weber State College
Saint John Fisher College
Grove City College
University of Houston at Clear Lake City

KIWANIS SPONSOR

The Rampart Range, Colorado Springs, CO
Paris-New Day, TX
West Chester, PA
Clinton, NY
Bristol, TN
Jenkintown & Old York Road, & Glenside, PA
Bay Minette, AL
Lincoln Northeast, NE
Champaign-Urbana, Early Risers, IL
Lock Haven, PA
Cheney, WA
Orem, UT
St. Catharines, ON
Ogden, UT
Rochester, NY
Grove City, PA
Seabrook-Clear Lake, TX

f.

KEY CLUBS COMPLETED

Putnam City High School
St. Mary's Catholic High School
Salem High School
Turtle Mountain Community High School
St. Joseph High School
Loma Linda Academy
Council Rock High School
Allen Park High School
Sault Ste. Marie Area High School
Lamesa High School
Rabun County High School
New Harmony High School
Laurens Central School
Coon Rapids Junior-Senior High School
Ocho Rios Secondary School
Gig Harbor High School
Elim Agricultural High School
St. John's Academy
Queen Elizabeth Composite High School
St. Joseph Separate School
Gaffney Senior High School
Jesuit High School
Henry Wise Wood Senior High School
Carrizo Springs High School
Derby High School
Harrison-Chilhowee Baptist Academy
Central High School
Ottawa Technical High School
Wakefield Senior High School
Dunkirk Senior High School
Good Counsel High School
Vestal Senior High School
Jeanerette Senior High School
Stevenson High School
Potomac Senior High School
South Range High School
Leonard High School
Newtown High School
Jennings County High School
Morrow Senior High School
Briarwood Christian High School
Waycross High School
Aiea High School
E. T. Beddingfield High School
Don Antonio Lugo High School
Marshall High School
Laura F. Osborn High School
North Marion High School

KIWANIS SPONSOR

Warr Acres-Putnam City, OK
Colorado Springs, CO
Salem, MA
Rolla, ND
Kenosha Breakfast, WI
Loma Linda, CA
Council Rock, Richboro, PA
Allen Park, MI
Sault Ste. Marie, MI
Lamesa, TX
Toccoa, GA
New Harmony, IN
Oneonta, NY
Coon Rapids, IA
Ocho Rios, Jamaica
Peninsula-Gig Harbor, WA
Balaclava, Jamaica
Falmouth, Jamaica
Edmonton-Oil Capital, AB, Canada
Edmonton-Oil Capital, AB, Canada
Gaffney, SC
New Orleans, LA
Southwest Calgary, AB, Canada
Carrizo Springs, TX
Shelton-Derby, CT
South Knoxville, TN
Tuscaloosa, AL
Ottawa, ON, Canada
South Arlington, VA
Dunkirk, NY
Forest Glen-Mayfair, Chicago, IL
Vestal, NY
Jeanerette, LA
Sterling Heights, MI
Woodbridge, VA
North Lima, OH
Leonard, TX
Corona, East Elmhurst, NY
North Vernon, IN
Morrow, GA
Metropolitan Birmingham, AL
Waycross, GA
Pearl Harbor, HI
Stantonsburg, NC
Chino, CA
Marshall, TX
Denby, Detroit, MI
Fairmont, WV

g. Incorporation of Kiwanis Club Foundations:

none

h. Cancelled Meetings

Kiwanis Club of Laguna Hills, California	December 25, 1979 and January 1, 1980
Kiwanis Club of Fort Pierce, Florida	September 4, 1979
Kiwanis Club of Stuart, Florida	September 4, 1979
Kiwanis Club of Vero Beach, Florida	September 6, 1979
Kiwanis Club of Warrington, Florida	September 13, 1979

i. District Bylaw Amendments

Australia

Article XV, Section 1 - Increase in district dues and subscription price

Illinois-Eastern Iowa

Article XV, Section 1 - Creation of interim new member dues

Article XV, Section 4 - Expenses of annual district zone school of leadership training

Japan

Article IX, Section 1 - Increase in district dues

Kentucky-Tennessee

Article VII, Section 3 - Conformity with Standard Form for District Bylaws, re standing committees

New England District

Article XV, Section 1 - Increase in district dues

Article XXII, Section 1-4 Provision for establishment of district policies

New York

Article X, Section 1 - Bringing into conformity the time for district convention

Article XV, Section 1 - Billing Procedures

Article XVII, Sections 1 and 2 - Procedures on official publication

New Zealand

Article XV, Section 1 - Increase in district dues

Ohio

Article VII - Conformity with Standard Form for District Bylaws re standing committees

Pennsylvania

Article III, Section 1 - District Board to determine number of divisions

Article VII, Section 3 - Conformity with Standard Form for District Bylaws
re standing committees

Rocky Mountain

Article X, Section 4 - Planning conventions to encourage family participation

1979 DISTRICT CONVENTION RESOLUTIONS INVOLVING AREAS OF SERVICE

CAROLINAS

President Carter has described the energy crisis as the moral equivalent of war. That, coupled with inflationary pressures on almost every hand, constitute concerns which threaten to engulf us and jeopardize our people for generations to come:

We find it difficult to understand why, after almost two years of debate, the Congress has yet to adopt a comprehensive energy conservation plan;

THEREFORE, WE HEREBY RESOLVE THAT:

- (1) Congress be reminded that the public interest should be their first concern, and that the longer inflation continues, the unhappiness of the people is likely to continue and intensify, and that the longer the delay in moving toward solving the energy crisis, the threat of the critical shortage of energy many experts warn us about could become actual reality; and
- (2) That Kiwanis families throughout the Carolinas District be encouraged to conserve energy in whatever ways they can, and to encourage their friends and neighbors to conserve it, too.

GEORGIA DISTRICT

WHEREAS, energy and natural resources of the world are being depleted at a rapid rate; and

WHEREAS, there is evident need for cooperation of people everywhere for efficient use of energy and conservation of the world's natural resources;

THEREFORE, BE IT RESOLVED:

That Georgia Kiwanians practice conservation and efficient utilization of energy and natural resources to insure availability to future generations, and that encouragement be given to government and industry for research and development leading to new energy sources.

KANSAS

1. The Family: Keystone of Society

The family unit has long been recognized as the backbone of our society, but direct and subtle pressures are substantially weakening both the authority of parents and responsiveness of children. Passive acceptance of parenthood without marriage, perverse or promiscuous sexual practices, rising divorce rates, immoral entertainment has deterred many from meeting individual responsibilities as family members.

THEREFORE, BE IT RESOLVED:

That Kiwanians implement within their own families those actions, activities and restraints which will uplift the dignity, morality, and spirituality of the individual family members.

Kiwanis Clubs aggressively oppose those forces in the local community which threaten and undermine the integrity of the family.

Kiwanis Clubs schedule programs designed to identify and help alleviate family problems.

Kiwanis Clubs accentuate the positive, exemplified by such activities as participation in Family Day each year, honoring outstanding families, or publicly proclaiming that "families who pray together stay together."

2. Excess Government: A Contribution to Inflation

It is incumbent upon Kiwanis and Kiwanians to take steps to reverse this costly governmental impact on inflation.

THEREFORE, BE IT RESOLVED:

That Kiwanis Clubs have elected officials at the local, regional, state, provincial and federal levels attend regular club meetings in order to be personally apprised of the positions of their Kiwanis-family constituents concerning the impact of an escalating bureaucracy on the local economy.

Kiwanis Clubs through their Citizenship Services and Public Relations Committees, undertake projects that will make the citizens of their communities aware of the high percentage of consumer prices which is attributable to government-induced costs.

3. Highway Safety Vs. Alcohol

The combination of drinking and driving is the ultimate insult to ourselves, our loved ones and our fellow man.

Our commitment to mankind demands our personal response.

THEREFORE, BE IT RESOLVED:

That Kiwanians lead the way to greater highway safety by discouraging motorists from driving a vehicle when judgment and the ability to function properly have been impaired by the use of alcohol, by sponsoring programs to educate the public regarding the effect of alcohol by its usage.

The Kiwanis Clubs provide a highway safety reminder at each regular club meeting.

4. CPR: A Lifesaving Action

Many local community emergency aid units offer CPR training to groups such as Kiwanis clubs, youth groups, schools, and other community organizations.

THEREFORE, BE IT RESOLVED:

That all Kiwanis Clubs promote, support, and encourage the education of local citizens in the technique of Cardiovascular Pulmonary Resuscitation. Every Kiwanian, where possible, set an example in the community by availing himself of CPR training.

5. Drug Abuse...A Continuing Problem

The indiscriminate and illegal use of drugs continues to be a problem in our society and is of great concern to us.

THEREFORE, BE IT RESOLVED:

That Kiwanis Clubs continue to implement Operation Drug Alert programs, especially as they pertain to the education of parents, young people and the community, and to the provision of qualified counseling. Kiwanis Clubs continue their support for drug control laws and their enforcement.

NEW ENGLAND

New England District has the identical Resolutions to those of the Kansas District, subjects are as follows:

The Family; Excess Government; Highway Safety Vs. Alcohol; CPR; and Drug Abuse.

NEW YORK

WHEREAS, the proliferation of dangerous drugs threatens to destroy the intellectual and moral development of the next generation of Americans, and,

WHEREAS, marijuana consumption among New York youth has increased 250% since marijuana decriminalization in 1977; and

WHEREAS, legislative and educational activity is necessary to rally our citizens for a drug free America; and

WHEREAS, Kiwanis International adopted an anti-marijuana position as an area of major concern at the Kiwanis International Convention July 4, 1979, in Toronto, Ontario, Canada.

BE IT THEREFORE RESOLVED:

THAT THE NEW YORK DISTRICT OF KIWANIS INTERNATIONAL

1. Oppose the legalization of marijuana.
2. Call upon the appropriate law enforcement agencies of New York State to conduct a full public investigation of institutions and organizations suspected of involvement in drug operations.
3. Will cooperate with anti-drug organizations throughout the state through town meetings, forums, school presentations and other educational activities.

PACIFIC NORTHWEST DISTRICT

- (1) The Applegate Behavior Station at Applegate, Oregon, has inaugurated a non-profit program whereby dogs are trained to assist persons with hearing deficiencies in much the same way dogs are trained to assist sightless persons.

WHEREAS, this type of activity points up the need for programs to help the deaf.

THEREFORE, BE IT RESOLVED:

The the delegates to this convention of the Pacific Northwest District of Kiwanis International endorse and encourage individual Kiwanis Clubs to develop and participate in such programs of aid to the deaf.

- (2) WHEREAS, the number of persons maimed or killed as the result of driving by those under the influence of drugs or alcohol continues to accelerate.

WHEREAS, the need of continuing programs of public awareness and education is evident.

THEREFORE BE IT RESOLVED:

That the clubs of the Pacific Northwest District of Kiwanis International make this a project of the club's Citizenship Services Committee.

- (3) WHEREAS, the vote of the individual in our systems of Government is vital to the freedom...to the very existence of our nations.

WHEREAS, too often the percentage of the voting electorate using their franchise is alarmingly low.

WHEREAS, Kiwanians can be especially influential by encouraging their fellow citizens to assume their responsibility of voting.

THEREFORE, BE IT RESOLVED:

That the Board of Trustees of Kiwanis International be urged to up-date and reinstate the Ballot Battalion program to provide the leadership and materials for the individual Kiwanis Club to carry out a project aimed at the reduction of voter apathy.

WEST VIRGINIA DISTRICT

WHEREAS, there appears to be growing in our country an increasing lack of patriotism and respect for our FLAG. Evidence of this may be seen at almost every display and by both young and old.

THEREFORE, BE IT RESOLVED:

That the West Virginia District of Kiwanis International institute a program combatting this condition by encouraging the schools to adopt programs which will increase the respect held by our children for the greatest country on earth.

REPORT OF THE BOARD COMMITTEE ON ACCOUNTING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
JANUARY 26 - 30 , 1980

Date of Committee Meeting: January 29, 1980

Place of Committee Meeting: General Office, Board Room

Present: Members - Albert L. Cox, Warren H. Edwards
Chairman - J. Stewart Wilson
Staff - Jeffery A. McNary
Data Processing Committee
Members - Allen M. Duffield, J. Stewart Wilson
Chairman - James B. Richard
Staff - James W. Kinkade

This was a joint Accounting and Data Processing Committee Meeting.

The General Office Staff presented a general overview of existing electronic data processing support services for the operation of the General Office. Specific data processing services provided to the Accounting department were reviewed.

Staff provided the committee with a report on the professional expertise of the accounting department.

The committee requested additional information reflecting the annual budget be incorporated into the monthly financial report. This request was forwarded to the Data Processing Department.

The committee recommended that Staff begin developing an accounting procedures manual. This manual should provide users of accounting services a better understanding of the complex Accounting Department functions.

The committee showed concern with the erratic variances reflected in current financial reports. The committee recommended that Staff develop a control procedure to insure the accuracy of financial reports.

The committee responded favorably to the suggestion by the Chairman and the Treasurer that they participate along with the Acting Director of Finance in his efforts to gain a better understanding of the Accounting Department's operation. The Chairman and Treasurer will provide the Acting Director of Finance with technical assistance which will enable him to provide upgraded accounting services to the General Office.

The committee instructed Staff to take immediate action to insure cash flow meets current demand.

The committee requested Staff to review current financial investment procedures. Better utilization of financial resources management is desired.

Respectfully submitted,

ALBERT L. COX
WARREN H. EDWARDS
J. STEWART WILSON, CHAIRMAN

REVISED CIRCLE K BOARD POLICY CODE - PART I (See EXHIBIT B)

The Committee reviewed and discussed the revisions made and approved by the Circle K Board to the "Circle K International Board of Officers Policy Code - Part I", and the Committee noted the considerable time and conscientious effort the Circle K Board Committee on Laws & Regulations had devoted to this project.

Recommendation #3:

The Committee recommends that the "Circle K International Board of Officers Policy Code - Part I" as revised by the Circle K Board of Officers at its January, 1980 meeting be approved.

I move that recommendation 3 be adopted.

(adopted)

OFFICER PARTICIPATION IN REGIONAL TRAINING CONFERENCES

The Committee discussed at length the matter of the optional attendance by the Circle K Board of Officers at the May Regional Training Conferences for Key Club and Circle K Administrators and Governors.

Recommendation #4:

The Committee recommends that for the 1980 Regional Training Conferences only, the Circle K International President's attendance at all three Conferences be approved and transportation expense be reimbursed, the attendance at one of the Conferences by the Circle K International Vice Presidents and Secretary be approved and transportation expenses be reimbursed, all Circle K International Officers be advised not to use their attendance at the Conferences for political purposes or act in any manner to disrupt the planned program of the Conferences, a report be compiled by the International Administrator based on questionnaires to be distributed to Conference participants at the Conferences and returned to him after the Conferences, the Circle K International Officers comply with guidelines to be developed by the Assistant Secretary for Operations and the Administrators of Circle K and Key Club International, and the Circle K Board of Officers understand that approval of this recommendation will in no way commit the Kiwanis International Board to any similar actions with respect to future Regional Training Conferences.

I move that recommendation 4 be adopted.

(defeated)

REVISION TO CK #10 RE: POLICY ON RAFFLES

The Committee discussed the discrepancy between the policy of Kiwanis International as recorded in the Bylaws, Article IV, Section 2, and the BOARD POLICIES CONCERNING THE FUNCTIONING OF CIRCLE K CLUBS, relating to "lotteries, raffles, drawings, or other games of chance".

Recommendation #5:

The Committee recommends that Item 3 i.(1) of the Policies of Circle K International be revised to concur with the Bylaws of Kiwanis International as stated in Article IV, Section 2, by rewording Item 3 i.(1) as follows:

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

I move that recommendation 5 be adopted.

(adopted and referred to Board Committee on Laws & Policies for insertion)

DATE CHANGE FOR JUNE CIRCLE K BOARD MEETING

The Committee approved changing the date of the Circle K International Board's spring meeting from June 13-15, 1980 to June 5-8, 1980 due to conflicts reported by the Circle K International President and several Board members.

CIRCLE K INTERNATIONAL DEPARTMENT BUDGET

The Committee reviewed the Circle K Department 1979-80 budget and the "Comparative Statements of Expense" for October, November and December, 1979, and directed staff to pursue immediately a determination of the accuracy of these statements and report back to the Committee at its next meeting. The Committee then discussed the need for adjustments to the Department's budget.

Recommendation #6:

The Committee recommends that the Circle K Departmental budget for 1979-80 be amended to reflect an allotment of \$2,500 for Circle K Presidential travel expense and \$1,500 for Circle K Presidential telephone expense as previously approved by the Kiwanis International Board at its June, 1978 meeting.

I move that recommendation 6 be adopted.

(adopted)

SPONSORSHIP OF CIRCLE K CLUBS OUTSIDE NORTH AMERICA

The Committee then discussed and compared Kiwanis International Policy H-6-c (See EXHIBIT C) and the policy on "Sponsorship of Key Clubs and/or Circle K Clubs outside the United States and Canada" on page C-12 (See EXHIBIT D), noting that two policy statements on the same subject are not appropriate.

Recommendation #7:

The Committee recommends that Policy H-6-c be deleted, and subsequent sections renumbered accordingly.

I move that recommendation 7 be adopted and referred to the Board Committee on Laws & Policies for implementation.

(adopted)

OTHER BUSINESS

This Committee commends Administrator Bruce Turnmire for the excellent job he has done for the Department of Circle K International in the short time he has been on the staff. The Committee would hope that the entire Board would join with it in its expression of appreciation to Administrator Bruce for his fine efforts.

Respectfully submitted,

JOHN T. ROBERTS
HILMAR L. "BILL" SOLBERG
AUBREY E. IRBY, CHAIRMAN

REVISIONS APPROVED BY THE
CIRCLE K INTERNATIONAL BOARD
TO THE
"STANDARD FORM FOR (CIRCLE K) DISTRICT BY-LAWS"

The "Standard Form for District By-Laws" was extensively revised by the Laws & Regulations Committee of the Circle K Board and subsequently approved by the full Board at its January, 1980 meeting. None of the revisions, however, contravene the Constitution of Circle K International.

The Committee used this opportunity to completely update terminology in the Standard Form, such as "his" to "his/her", "he" to "s/he", "trustees" to "officers", and "District Circle K Adviser" to "District Circle K Administrator". None of these terminology changes are cited below, unless part of a section contains a substantive revision.

The following citations are to substantive revisions made to the current (pre-revised) "Standard Form". Please compare the approved revised "Standard Form" (EXHIBIT C-3) to the current pre-revised "Standard Form" (EXHIBIT C-2).

Listing of Revisions

<u>Current Standard Form</u>	<u>Revised Standard Form</u>
ARTICLE IV, Section 1	Same citation
ARTICLE IV, Section 4	Same citation
ARTICLE IV, Section 5	Same citation
ARTICLE IV, Section 8	Same citation
ARTICLE V, Section 1	Same citation - new (A) and (B)
ARTICLE V, Section 2	Same citation
ARTICLE V, Section 4	Same citation
ARTICLE V, Section 5 (a)	Same citation
ARTICLE V, Section 5 (b)	Same citation
ARTICLE V, Section 5 (c)	Same citation
ARTICLE VI - Deleted	Deleted - Subsequent ARTICLES re-numbered
ARTICLE VII, Section 3	ARTICLE VI, Section 3
ARTICLE VII, Section 4	ARTICLE VI, Section 4
ARTICLE VII, Section 5	ARTICLE VI, Section 5
ARTICLE VII, Section 8	ARTICLE VI, Section 8
ARTICLE VII, Section 9	ARTICLE VI, Section 9
ARTICLE VII, Section 10 (c)	ARTICLE VI, Section 10 (C)
ARTICLE VIII, Section 1	ARTICLE VII, Section 1
ARTICLE VIII, Section 3 - Deleted	Deleted
ARTICLE VIII, Section 4	ARTICLE VII, Section 3
ARTICLE IX, Section 3	ARTICLE VIII, Section 3


Bruce M. Turnmire, Administrator
CIRCLE K INTERNATIONAL

REVISIONS APPROVED BY THE
CIRCLE K INTERNATIONAL BOARD
PART I OF THE
CIRCLE K INTERNATIONAL BOARD POLICY CODE

PART I of the CIRCLE K INTERNATIONAL BOARD OF OFFICERS' POLICY CODE was extensively revised by the Laws & Regulations Committee of the Circle K Board and subsequently approved by the full Board at its January, 1980 meeting. None of the revisions contravene the Circle K International Constitution.

The Committee used this opportunity to update terminology where appropriate, such as "his" to "his/her" and "he" to "s/he". Verbiage in the Policy Code was reduced substantially by merely citing Articles and Sections of the Circle K International Constitution, rather than re-stating the Constitution verbatim. The Committee also standardized references to Board meetings by using seasonal designations (fall, spring, summer, winter).

The following citations are to substantive revisions made to the current Board Policy Code - Part I (EXHIBIT D-2), which are to be compared to the approved revised Policy Code - Part I (EXHIBIT D-3).

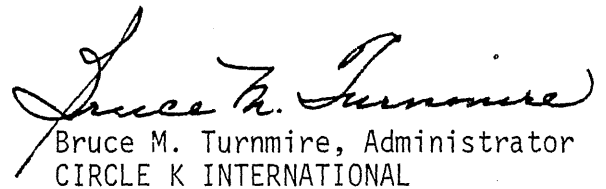
<u>Listing of Revisions</u>	
<u>Current Policy Code</u>	<u>Revised Policy Code</u>
Title Page	Title Page
Section A-2	Same citation
Section A-3	Same citation
Section B-1	Same citation
Section B-2	Same citation
Section B-4	Same citation
Section C - Title	Same citation
Section C-1	Same citation
Section C-4	Same citation
Section C-5	Same citation
Section D - Title	Same citation
Section D-1	Same citation
Section D-2 - Deleted	Deleted
Section D-3	Section D-2
Section D-4	Section D-3
Section D-5	Section D-4
Section D-6,7 (renumbered only)	Section D-5,6
Section E - Title	Same citation
Section E-1	Same citation
Section E-9	Same citation
Section E-10	Same citation
Section E-11 - Deleted	Deleted
Section F-1	Same citation

Listing of Revisions - Continued

Current Policy Code

Revised Policy Code

Section F-4	Same citation
Section F-5	Same citation
Section F-6,7 - Both Deleted	Same citation - Both Deleted
Section G-3	Same citation
Section G-5	Same citation
Section G-8	Same citation
Section G-9 - Deleted	Deleted
Section G-10 - Deleted	Deleted
Section G-11 - Deleted	Deleted
Section G-12,13,14 (renumber only)	Section G-9,10,11
Section H-1	Same citation


Bruce M. Turnmire, Administrator
CIRCLE K INTERNATIONAL

- b. A petition for charter shall be made on a standard form provided by the Administrator of Circle K International and endorsed by an administrative officer of the institution in which the prospective club would exist and shall be signed by at least fifteen (15) students eligible for membership. The form shall also be signed by the appropriate officers of the sponsoring Kiwanis club. This petition shall be accompanied by the International Sponsorship Fee, established by the Kiwanis International Board, and submitted to the General Office of Circle K International. New Circle K clubs will be presented with an official charter at a program arranged by the sponsoring Kiwanis club.
- c. The Board of Trustees of Kiwanis International will receive and consider petitions for the formation of Circle K clubs in areas outside the United States and Canada where such areas are a part of the territorial limits of an established district of Kiwanis International and provided all requirements for the establishment of Circle K clubs have been fulfilled.
- d. The local Circle K club is an activity and the responsibility of its sponsoring Kiwanis club. There should be present at every club and board meeting a member of the sponsoring Kiwanis club. Within school administration-approved policies, the counseling of each Circle K club shall be the responsibility of the sponsoring Kiwanis club's board of directors. The administration, club program and activities of the Circle K club are the responsibility of the club officers, functioning under the rules of the school and counsel of the sponsoring Kiwanis club.
- e. Each sponsoring Kiwanis club shall be responsible for the payment of the annual Circle K International Sponsorship Fee at the beginning of the Kiwanis club's administrative year. The president of each sponsoring Kiwanis club and the president of each Circle K club shall sign a statement of responsibility. This form, provided by the International Office, and a complete list of Circle K club members shall accompany the Sponsorship Fee payment. A Kiwanis club should show just cause for failure to continue sponsorship of a Circle K club that was held in good standing during the previous administrative year.
- f. The Circle K club's obligations to its district and International organization shall be the responsibility of the Circle K club officers and a concern of its sponsoring Kiwanis club.
- g. The travel of Circle K club members to district and International meetings shall be limited to those approved by the faculty advisor and the chairman of the committee on Circle K clubs of the sponsoring Kiwanis club. Only one club officer training conference or workshop, one district convention and one International Convention are recommended annually for club members.

RETIRING OF SELECTED CHARTER WHERE TWO CLUBS JOIN TOGETHER

1. In cases where mutual consent has been obtained from two clubs wishing to join together, and a decision has been reached as to the Key Number to be retained, the name of the club resolved, and other administrative details satisfied, the selected charter may be retired by action of the International Secretary.
2. In the case of the joining together of two clubs, no processing fees will be charged for those who are members of the club whose charter is being retired and who join the club retaining its Key Number.
3. On the occasion of the retirement of a charter, due to the joining together of two or more clubs, and when the Board of Directors of the club having its charter retired has approved the action, it is not necessary to follow the procedure of notification to the last known club president and secretary as directed in Article IV, Sections 3 & 4 of the Bylaws of Kiwanis International. The committee recommends that this addition to Board Policy be referred to the Board Committee on Laws and Policies for implementation.

SPONSORSHIP OF KEY CLUBS AND/OR CIRCLE K CLUBS OUTSIDE THE UNITED STATES AND CANADA

Kiwanis Clubs outside the United States and Canada will be allowed to establish a Key Club and/or Circle K Club, such club or clubs to be the sole responsibility of the local club (and not chartered by Key Club International or Circle K International). Permission to build such Key Clubs or Circle K Clubs will be granted to Kiwanis Clubs in those countries only where protection of the name and emblem is assured.

In the case of the Territory of Guam and the Commonwealth of Puerto Rico and other such United States or Canadian Territories OR ALL OTHER AREAS DIRECTLY ATTACHED TO THE PRESENT DISTRICTS LOCATED IN THE UNITED STATES OR CANADA, the sponsoring of chartered Key Clubs and/or Circle K Clubs by Kiwanis clubs in these areas will be permitted. The clubs formed will be administered by the sponsoring Kiwanis Club, the KEY CLUB AND/OR CIRCLE K DISTRICT THEY ARE ATTACHED TO or in non-districted areas the Key Club and/or Circle K Club Departments of Kiwanis International.

REPORT OF THE BOARD COMMITTEE ON CLUB SERVICE TO
THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 26-30, 1980

Date of Committee Meeting: January 27, 1980

Place of Committee Meeting: General Office

Present: Members: Frank J. DiNoto
 Egon Kuzmany
 Chairman: Allen M. Duffield
 Staff: Robert M. Detloff
 Gerald W. Deas
 Raymond G. Jeanes

Distinguished Governor Awards for 1978-79

The Committee reviewed the report on the 1978-79 Governors who have met the criteria for Distinguished Governor and makes the following recommendation:

Recommendation #1:

The Committee recommends that the following men from thirteen districts be recognized as Distinguished Governors for the 1978-79 administrative year with the announcement to be made by the President and the Immediate Past President as soon as possible:

<u>DISTRICT</u>	<u>NAME</u>
Alabama	John H. Dorrill, Jr.
Carolinas	J. Ray Hunter
Eastern Canada & Caribbean	Clinton H. Whitfield
Florida	Thomas J. Deen, Jr.
Georgia	Frank E. Craven
Illinois-Eastern Iowa	Robert G. Sinn
La.-Miss.-West Tennessee	Robert E. Wales
Montana	Marvin S. Appleby
Nebraska-Iowa	Rev. Richard D. Hogan
New Zealand	David C. Henderson
Utah-Idaho	S. Keith Stoddard
Western Canada	George Bush
West Virginia	Blaine Eddy

I move that recommendation 1 be adopted.

The Board will be interested to note, as of this date, that there are 327 nominees for designation as 1978-79 Distinguished Lieutenant Governors and 2,316 nominees for designation as 1978-79 Club Presidents. These nominees are subject to minor adjustments upon district certification.

(adopted)

Request for Amending Attendance Rules 3b, d and j.

After careful review and discussion concerning the recommendation from the Kiwanis Club of Spokane, Washington that attendance credits be permitted for 30 days before and after each month, the Committee felt there did not exist sufficient justification for the change request at this time. The Committee noted with pleasure the work and effort made by the Kiwanis Club of Spokane concerning this request for a change in the Attendance rules.

Proposal for Increasing the requirements for Senior Membership

The California-Nevada-Hawaii District has requested the Committee to consider a change in the Standard form of Club By-Laws to increase requirements of Senior Membership Status. The Committee discussed this proposal and has deferred action at this time, since the International Committee on Administration has Senior Membership under study.

Criteria for Distinguished Lieutenant Governor and Club President

As was noted earlier in this report we have nominees for Distinguished Lieutenant Governor and Club President that represent almost 50% of those eligible. The Committee was concerned with the large number and felt some consideration should be given to a review of the criteria. After careful study and discussion the Committee felt that the criteria was strong enough but the concern centered around extenuating circumstances. The Committee felt that elimination of the extenuating circumstances would help enhance the program and make the following recommendation:

Recommendation #2:

The Committee recommends that the following sentence, "Extenuating circumstances should be considered." be eliminated from both programs.

I move that recommendation 2 be adopted.

(adopted)

Distinguished Governor Criteria

- (a) Study of item #1 of the Distinguished Governor Criteria. The study of the measurement of membership growth started by the 1978-79 Board Committee on Administration and Structure has been continued by this committee. The study has involved the possibility of changing item #1 from a net 1% growth in membership to a new member add goal. As requested by the Board Committee, staff presented the formula for new member add goal as follows: Five year average deletion plus 1% times (x) membership (October 1 to September 30) to equal new member add quota. After careful study and consideration the Committee has suggested the formula be changed as follows: Five year average deletion plus 1.5% times (x) certified membership (October 1 to September 30) to equal new member add quota.

The formula by district is attached as exhibit A.

The Committee now makes the following recommendation:

Recommendation #3:

The Committee recommends that Criteria #1 of the Distinguished Governor Awards program be changed to read:

Membership Growth - October 1 through September 30 - a five year average deletion plus 1.5% times certified membership equals the new member add quota, effective October 1, 1979.

I move that Recommendation 3 be adopted.

(adopted)

(b) Correspondence concerning the Distinguished Awards program. The Committee discussed the problem of correspondence with the district Governors and the inherent problems that can be created by lack of communication and coordination. After careful discussion the Committee agrees with Administration that all correspondence relative to the Distinguished Awards program be handled by the Club Service Department, which has charge of the statistical data necessary for compiling the results for the Board.

1979-80 Budget

The Committee reviewed the budget of the Club Service Department. The Committee feels no need for any recommendations at this time.

INTERNATIONAL EXTENSION

Report on Africa-Europe Trip by International President Mark Smith, Jr.

and Robert M. Detloff

The committee members had read the report prepared by Assistant Secretary Bob Detloff concerning this recent trip. The committee was pleased to learn of the enthusiastic reception given the International President by the African clubs and of the continued good progress of these clubs.

The committee noted several references in the report that African Kiwanians hoped to organize clubs in other countries and cautions that approval from the International Board must be received before a club is built in a new country.

Review of Dues of Argentine Clubs from 1970 to 1977

Problems have existed for some time regarding dues owed by the Argentine clubs prior to 1977 due to the political, economic, and fiscal policies of the country. Since 1973 Kiwanis International has maintained an account in Argentina to which the clubs could pay their dues. Deposits were made into this account without our receiving information needed to credit them to the proper club. Also during the tumultuous Peronist period from 1970 to 1977 the six clubs could not function fully, if at all. The result is that many of the Argentine clubs have outstanding dues accounts, which they are not able to pay. Further it is apparent that several of these clubs actually paid dues to the Kiwanis Argentine account for which they were not credited. The write-off could total \$1,818.72.

In light of these considerations the committee makes the following recommendation:

Recommendation #4:

The Committee recommends to the Finance committee that all items billed to the Argentine clubs prior to the second half of 1977-78 be waived, provided that the clubs pay the balance of all obligations due Kiwanis International from the second half of 1977-78 to the present on or before March 15, 1980.

I move that recommendation 4 be adopted.

(adopted)

Field Service Representatives for Latin America and Africa

With the promotion of Ray Jeanes to Manager of Extension Services based in the General Office we no longer have a field service representative available to work in Latin America. Since there appears to be sufficient growth potential to support the cost of a fieldman, there is an obvious need for such field service if this growth is to be realized in Latin America, and there is a budget provision for such a fieldman in the 05-132 account and this service has been provided for the last six years, the committee recommends:

Recommendation #5:

The Committee recommends that field service to Latin America be continued, that a field service representative for this area be hired as soon as possible, and that the production of this fieldman be subject to periodic review of the Board.

I move that recommendation 5 be adopted.

(adopted)

The committee also discussed the possibilities of an assignment of a field service representative to Africa. There appears to

be good potential for growth in this area. Since there is no provision for field service in Africa in this year's budget, the committee decided to defer any action in this regard.

Review of Relationship between Kiwanis International
and Kiwanis International-Europe

A review was made of the status of the Kiwanis International - Kiwanis International-Europe dues agreement. While the main factor of the agreement, namely the payment of dues by the European clubs to Kiwanis International, is proceeding in order, the committee noted that several of the provisions of the agreement have not yet been fully implemented and directs staff to continue to work toward the full implementation of the agreement.

Projected Travel of International President-elect Merald Enstad

The committee next reviewed the projected overseas travel of President-elect Merald during his year as president. Since the Public Relations committee is studying presidential travel, this committee did not take any further action in this regard.

Attachment of Non-Districted Areas to Districts

As of October 1, 1979, Kiwanis International President Mark Smith with the concurrence of the Board of Trustees inaugurated a program of attaching non-districted overseas areas to existing districts for the purpose of giving these areas the benefit of the fellowship, service, and training which being part of a district affords.

The implementation of this program of attaching non-districted clubs to districts has progressed to such an extent that most overseas areas now have been paired with districts. This is the list of these pairings:

<u>Non-Districted Area</u>	<u>District</u>	<u>Not Yet Attached</u>
Council of Argentina	Georgia	Belize
Council of Korea	Ky-Tennessee	Costa Rica
Council of Singapore- Malaysia-Thailand	Utah-Idaho	El Salvador
West Africa and Kenya	Ill.-E. Iowa	Guatemala
Jordan	Michigan	Guyana
Israel	Carolinas	Hong Kong
Guam	Cal.-Nv.-Hawaii	India
Puerto Rico	New England	Nicaragua
Bermuda	Capital	
Dominican Republic	New Jersey	
Brazil	Georgia	
Panama	Indiana	

In order to implement this new program the committee makes the following recommendation:

Recommendation #6:

The Committee recommends that all present and future non-districted clubs in the areas listed be attached to the districts with which each area is paired on this list.

I move that recommendation 6 be adopted.

(adopted)

In regard to this attachment program the committee also further recommends:

Recommendation #7:

The Committee recommends that the attachment of overseas non-districted clubs to districts be considered rescindable by either party during the first 18 months after the action of attachment by the Kiwanis International Board and that the non-districted clubs now in existence be excused from the payment of district dues during the first twelve months.

I move that recommendation 7 be adopted.

(adopted)

A further action which the committee recommends in this regard is:

Recommendation #8:

The Committee recommends that the policy be established that within one year from this date all non-districted clubs be requested to be attached to a district and that no new clubs be organized without a sponsoring district willing to attach such clubs to it.

I move that recommendation 8 be adopted.

(adopted)

The Committee also recommends:

Recommendation #9:

The Committee recommends that prior to the attachment of any club in Europe to a district, approval of the Kiwanis International - Europe Board be secured.

I move that recommendation 9 be adopted.

(adopted)

Appointment of Fiscal Agents

In several Kiwanis countries monetary restrictions make it impossible for clubs to directly remit dues to Kiwanis International. It is the understanding of this committee that the Finance Committee is making arrangements for the collection of these dues, which this committee heartily encourages.

Japan District Convention Date

The Japan District Secretary Taiji Yoshimi had informed the General Office that the Japan District has scheduled its 1980 District Convention for October 9-11, which is contrary to Kiwanis International policy which states that district Conventions must be held between March 15 and September 15. The committee suggests that this be discussed with Governor-elect Hiroo Mizushima when he attends the governors-elect conference and also by President Mark Smith when he visits Japan in April.

Extension into New Areas

The extension department has received word from various Kiwanians that there are possibilities to organize clubs in Tunisia, Nepal, and Sri Lanka. For several reasons such as the inability to provide proper administrative services, at this time the committee would prefer to take no action in regard to these areas.

A club is scheduled to be organized soon in Senegal. Since this country, located in West Africa reasonably close to the other clubs in that area, has a stable government which will allow a Kiwanis Club to function, and has an excellent, highly qualified group of men in Dakar who are willing to become Kiwanians, the committee believes that a successful club can be organized there and makes the following recommendation:

Recommendation #10:

The Committee recommends that approval be given to the Extension Services department to make arrangements to organize Kiwanis clubs in Senegal.

I move that recommendation 10 be adopted,

(adopted)

The December comparative statement of expense was reviewed and found in order.

The committee also discussed translation facilities at International conventions. The committee requests that simultaneous translation facilities for French and Spanish continue to be offered at conventions as they were in Toronto. This matter has been referred to the convention committee.

Respectfully submitted,

FRANK J. DI NOTO
EGON KUZMANY
ALLEN M. DUFFIELD, CHAIRMAN

MEMBERSHIP SUMMARY

EXHIBIT A

5 YEAR AVERAGE DELETION+ 1.5%

X MEMBERSHIP

EQUAL NEW MEMBER ADD QUOTA

ACTUAL

ALABAMA DISTRICT

16.86	5,023	922	1,290
-------	-------	-----	-------

CALIFORNIA-NEVADA-HAWAII DISTRICT

21.18	22,938	5,202	4,750
-------	--------	-------	-------

CAPITAL DISTRICT

15.96	8,943	1,561	1,427
-------	-------	-------	-------

CAROLINAS DISTRICT

15.04	9,357	1,548	1,769
-------	-------	-------	-------

EASTERN CANADA AND THE CARIBBEAN DISTRICT

17.36	9,404	1,774	1,953
-------	-------	-------	-------

FLORIDA DISTRICT

20.55	14,055	3,099	3,394
-------	--------	-------	-------

GEORGIA DISTRICT

18.45	7,389	1,474	1,338
-------	-------	-------	-------

ILLINOIS-EASTERN IOWA DISTRICT

17.03	11,365	2,106	2,261
-------	--------	-------	-------

INDIANA DISTRICT

15.16	8,989	1,498	1,618
-------	-------	-------	-------

KANSAS DISTRICT

18.04	4,358	852	914
-------	-------	-----	-----

MEMBERSHIP SUMMARY

5 YEAR AVERAGE DELETION + 1.5%

X MEMBERSHIP

EQUALS NEW MEMBER ADD QUOTA

ACTUAL

KENTUCKY-TENNESSEE DISTRICT

17.16%	8,285	1,546	1,341
--------	-------	-------	-------

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

19.26	6,529	1,355	1,621
-------	-------	-------	-------

MICHIGAN DISTRICT

16.45	8,420	1,511	1,308
-------	-------	-------	-------

MINNESOTA-DAKOTAS DISTRICT

15.65	7,444	1,277	1,223
-------	-------	-------	-------

MISSOURI-ARKANSAS DISTRICT

20.75	8,749	1,947	1,788
-------	-------	-------	-------

MONTANA DISTRICT

21.09	2,238	506	506
-------	-------	-----	-----

NEBRASKA-IOWA DISTRICT

18.39	7,846	1,561	1,549
-------	-------	-------	-------

NEW ENGLAND DISTRICT

15.89	10,229	1,779	1,661
-------	--------	-------	-------

NEW JERSEY DISTRICT

16.38	6,166	1,102	740
-------	-------	-------	-----

NEW YORK DISTRICT

17.48	13,055	2,478	2,065
-------	--------	-------	-------

MEMBERSHIP SUMMARY

5 YEAR AVERAGE DELETION + 1.5%

X MEMBERSHIP

EQUALS NEW MEMBER ADD QUOTA

ACTUAL

OHIO DISTRICT

15.20	16,416	2,741	2,412
-------	--------	-------	-------

PACIFIC NORTHWEST DISTRICT

22.25	14,413	3,423	3,410
-------	--------	-------	-------

PENNSYLVANIA DISTRICT

15.22	9,416	1,574	1,467
-------	-------	-------	-------

ROCKY MOUNTAIN DISTRICT

20.83	4,616	1,031	992
-------	-------	-------	-----

SOUTHWEST DISTRICT

24.70	5,032	1,318	1,295
-------	-------	-------	-------

TEXAS-OKLAHAMA DISTRICT

23.13	17,400	4,286	3,891
-------	--------	-------	-------

UTAH-IDAHO DISTRICT

19.27	3,161	657	643
-------	-------	-----	-----

WESTERN CANADA DISTRICT

18.93	2,362	483	482
-------	-------	-----	-----

WEST VIRGINIA DISTRICT

18.04	2,317	453	620
-------	-------	-----	-----

WISCONSIN-UPPER MICHIGAN DISTRICT

15.04	8,069	1,335	1,294
-------	-------	-------	-------

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

January 26 - 30, 1980

Date of Committee Meeting: January 28, 1980

Place of Committee Meeting: General Office

Present: Members - Allen M. Duffield, C. E. "Pete" Thurston, Jr.
Chairman - John T. Roberts
Staff - Nick G. Geannopulos, John L. McGehee, David B. Williams,
Scott B. Pemberton

Kiwanis Magazine Budget

The Committee opened the meeting with a review of the 1978-79 financial statement of Kiwanis Magazine and was pleased to note that the budgeted deficit of \$167,333 for the administrative year had been trimmed by some \$29,000. The Committee was advised that this was accomplished largely by staff meeting its deadlines and making fewer graphic and editorial changes, increasing the ratio of advertising pages to editorial, and reaching an all-time record in advertising revenues for an increase of some 20 percent over budget.

The Committee then turned its attention to the financial statements of the 1979-80 administrative year, which include the October and November/December issues. On the basis of these two issues, the financial position of the magazine appears quite strong with income reported better than expected and expenses running less than anticipated. The combined result gives the magazine an excess of net income over budget of some \$24,700.

The primary factors involved in lowering costs is our taking advantage of new and better printing technology. This is particularly evident when going from a 48 to a 52-page book. In addition, we are continuing to experience a strong showing of advertising sales.

The Committee then studied the advantages of changing the magazine's mailing status from Second Class to Controlled Circulation. Under current Controlled Circulation regulations our delivery procedures and advertising practices would not be adversely affected, and with each mailing there would be a projected minimum savings of \$1,500 in postage.

On the basis of this information the Committee instructed the staff to apply for the new postal classification once they have ascertained that the Chicago and Lincoln, Nebraska postal authorities confirm the staff's findings.

The Committee then requested that the Finance Committee approve the staff's proposal for a budget adjustment of an additional \$2,000 for the Audit Bureau of Circulations (an independent agency used by the advertising community to substantiate the circulation figures of magazines and newspapers). ABC is presently requiring an updated field survey. No such survey has been taken for some fifteen years.

The Committee next discussed a request by the staff to increase its printing budget starting with the February 1980 issue by an additional 2 percent, or \$370 per issue, for a total of some \$2,600 for the remainder of the fiscal year. Though the contract approved by the Board two years ago called for a maximum of 5 percent increase, the current inflationary spiral has forced our printer, Mid-America, to request this additional increase. The Committee noted that because Mid-America had served us well and Kiwanis obviously had obtained an excellent price through capable negotiation, Mid-America's request should be granted.

Recommendation #1:

The Committee recommends that the Director of Publications be authorized to amend Kiwanis Magazine's current printing contract with Mid-America Webpress to raise the magazine's manufacturing cost from 5 percent to 7 percent, a total increase of about \$2,600 for the remaining issues under contract (November/December 1980).

I move that recommendation 1 be adopted.

(adopted)

Editorial Content

In reviewing the current editorial content of the magazine, the Committee noted that two previously requested items, a short article on the data processing services performed by the General Office and an announcement of the Vienna, Austria site for the 1983 convention, were included in the February issue. Committee members suggested the public relations and supplies areas as possible topics for future articles on General Office services. The Committee also directed that continuing efforts be made to feature Kiwanis history and education topics, which are especially valuable for the large number of new members who join Kiwanis each year. In addition to six features promoting the Anaheim convention in the February through May issues, major general interest articles will include such topics as the alarming dimensions of the marijuana problem, television in the 1980's, and the debate over the benefits and dangers of pesticides in agriculture. The staff is also planning additional articles in the Kiwanis nation series, with top priority being given to the Republic of China and the Caribbean area.

Advertising

The staff then reported that advertising continues to make a strong contribution to Kiwanis Magazine. Unaudited figures for five issues show us to be considerably ahead of budget, and even ahead of last year's record-breaking figures. The announced rate increase of some 7 to 8 percent took place in January, 1980, and has had no adverse effect on advertiser interest. Even with the rate increase, the amount of advertising lineage has actually increased by some 6 percent over last year. The enthusiasm of our field sales people is running very high. Orders continue to come in from a broad cross-section of business and industry in spite of an expected recession.

Use of Additional Languages in Kiwanis Magazine

Recognizing the growing worldwide character of Kiwanis, the Committee agreed that the use of additional languages in our official publication would have positive public-relations benefits. Due to the number of languages spoken by Kiwanians and the relatively small numbers of readers in each language group, however, the Committee believes that the use of additional languages should be undertaken in a carefully considered way. Ideally, material published in more than one language should be of special value to non-English speaking Kiwanians. The Committee suggested that one such use of additional languages would be an article describing the Kiwanis International publications that are available in other languages. The Committee directed the staff to prepare such an article and to report on the reaction of readers when it appears. The Committee will be working closely with staff to develop other ideas for the effective use of additional languages in the magazine and will welcome suggestions.

Magazine Week Kit

The Committee then reviewed promotion of Magazine Week, May 5 - 10, and the 1980 Magazine Week Kit. A kit request post card was included in the January general mailing, and articles on Magazine Week will appear in the March issue of Kiwanis Magazine and in the April issue of the Bulletin for Kiwanis Officers. These articles emphasize the communications, public relations, and new member recruitment value of the magazine. Since 1975, when an increased promotional effort began, the number of Magazine Week Kits ordered by clubs annually has nearly doubled from about 600 to nearly 1,100.

Bulletin for Kiwanis Officers

At the direction of the International President, the Committee was asked to investigate how the Bulletin for Kiwanis Officers can serve its important readership more effectively. The Committee has therefore directed the Publications Department staff to consult with the Program Development Department, which is currently responsible for producing the BKO, and other appropriate departments and to prepare a proposal for Committee review at the April Board meeting.

Public Relations Departmental Review

The Staff Director of Public Relations reported that current activities have included convention promotional mailings ... the Mickey Mouse promotional pictures, the district headquarters hotels, and a monthly series of on-location promotional shots, all to district bulletins. Our Public Relations Department participated in the climax to the twenty-fifth anniversary of the National Farm-City Council, assisting in putting on the Silver Anniversary Awards banquet in Chicago. Public Relations Director John McGehee was named Vice-Chairman of the National Council for Public Relations for the 1980 observance. He indicated that he will lend all possible assistance to Terry Shaffer, Director of Program Development, who will serve as Secretary of the National Farm-City Council. The 1979 "graphic report on Farm-City Week public relations" is in process of production.

"The Man Who Wears the K"

About forty-five copies of this new slide/audio presentation have been sold to date. This report comes before the impact of the specially-designed flyer has been felt. Current purchases are primarily the result of the article on the presentation which appeared in the Bulletin for Kiwanis Officers and the exhibit of the presentation at regional conferences for lieutenant governors and club presidents. It is felt that this initial sales figure forecasts an excellent overall sales record for the presentation.

Budget

The Committee considered the most recent budget report for the department, noting that budgetary figures seem to be in line except for account 106-02 (Association Dues). Because of a monthly minimum charge from one of the associations, the budget figure will be slightly overrun by the end of the administrative year. Also, the Committee noted that an item appears in the budget for "convention photos" (155-03) and feels that this should be transferred to the Convention Department budget.

The Committee noted the escalating costs of photographs. The accelerating cost of silver will make photographic costs rise even more steeply. It is felt that a budget adjustment for photographs must certainly be made next year, and possibly before the end of this year. The use of photographs in the future may have to be curtailed, with greater dependence, perhaps, on half-tone pictures printed on glossy paper.

Connelly Medals

The Committee considered three nominations for Connelly Medals, one of which was a holdover from the previous meeting. The heroic deeds of the nominees are outlined in Exhibit A., attached.

Recommendation #2:

The Committee recommends that Connelly Medals be awarded to the following nominees: Dwight Stone, Trenton, Ohio; Luis Maunupau, San Francisco, California; and, Ernesto Martinez, Phoenix, Arizona, for the acts of heroism cited.

I move that recommendation 2 be adopted.

(adopted)

75th Anniversary of Rotary International

The Committee reviewed the "mini-kit" on the 75th anniversary of Rotary International which has been sent to all clubs in the U.S. and Canada to assist them in local activities. The Committee also finalized a proposed resolution addressed to Rotary International, saluting that organization on its 75th anniversary. A copy of the proposed resolution is presented as Exhibit B, attached.

Recommendation #3:

The Committee recommends that the proposed resolution presented as Exhibit B saluting Rotary International on its 75th anniversary be adopted by the Kiwanis International Board of Trustees, reproduced in attractive form, and conveyed to the International Secretariat of Rotary International in Evanston, Illinois by February 23, the date of the anniversary.

I move that recommendation 3 be adopted.

(adopted)

The Kiwanis Decency Award

The Committee considered the nomination of Michael Landon, producer/director of "Little House on the Prairie," a television serial, and felt that because of this production Mr. Landon met the qualifications for receipt of a Kiwanis Decency Award, provided that other background factors were equally meritorious.

Recommendation #4:

The Committee recommends that Bob Hope, Jimmy Stewart, Red Skelton, and Jean Stapleton be contacted with regard to the Decency Award for presentation at the Anaheim Convention.

I move that recommendation 4 be adopted.

(adopted)

Worldwide Prayer Week

The Committee reviewed plans of the Public Relations Department to support all activities developed by the Program Development Department for the observance of Worldwide Prayer Week. These include promotion of a national Prayer Breakfast and the encouragement of governors and premiers who are Kiwanians to issue proclamations and to host Prayer Breakfasts of their own, provided these are not in conflict with events already planned or already staged by the governors and premiers. The plans were approved by the Committee as presented.

Kiwanians in Positions of Government Leadership

Staff was directed to enlarge the current listing of "Kiwanians in the U.S. and Canadian National Legislatures" to include Kiwanians in high governmental assignments in all Kiwanis countries. Staff was further directed to contact Kiwanis governors throughout the world for assistance in obtaining such information.

International Presidential Travel

The Committee considered the study of the presidential travel system used by Rotary International and Lions International compiled by staff. The study was supplemented by a list of recommendations, some of which being long-term in nature, will be held for further study and/or implementation. One recommendation - the scheduling of district and area presidential visits on a two or three year cycle - was felt to be appropriate and timely.

The continued expansion of Kiwanis into new areas and the anticipated increase in the number of Kiwanis districts will make an already overloaded presidential travel schedule completely unmanageable. To develop a more practical system, several approaches were studied. The Committee unanimously agreed that:

1. A 3-year cycle of visitations offered the most advantageous balance of district benefits and presidential time conservation.
2. District visits be arranged so that, in any given year, contiguous districts not be visited.

The Committee considered a schedule that incorporates these factors and which has the potential of reducing presidential travel by some 30 percent, and is offering this schedule for Board consideration. (See Exhibit C, attached.)

Recommendation #5:

The Committee recommends that the Policies on page A-14, paragraphs 5B and 5D, be deleted and a new policy be substituted therefor, as follows:

Page A-14, paragraph 5b.

Presidential Visits to Districts and Other Areas

The President of Kiwanis International shall make one (and only one) official visit to a district or international area on the schedule shown below, with year one commencing in the 1981-82 administrative year, and the cycle repeating every three years:

YEAR 1	YEAR 2	YEAR 3
New England	New York	E. C. & C. - Northeast
New Jersey	Pennsylvania	Ohio
Capital	West Virginia	Carolinas
Georgia	Florida	Alabama
La. - Miss. - W. Tenn.	Kentucky - Tennessee	Missouri - Arkansas
Wisconsin - U. Michigan	Indiana	Michigan
E. C. & C. - Caribbean	E. C. & C. - Northwest	Illinois - E. Iowa
Minnesota - Dakotas	Nebraska - Iowa	Kansas
Western Canada	Rocky Mountain	Montana
Texas - Oklahoma - East	Texas - Oklahoma - West	Southwest
Utah - Idaho	Cal. - Nev. - Haw. - South	Pacific Northwest - North
Pacific Northwest - South	Austria - Germany	Cal. - Nev. - Haw. - North
Benelux - France - Monaco	Switzerland - Liechtenstein	Iceland
Norden	New Zealand	Italy
Australia	Philippines - Luzon	Japan
Republic of China	Andean	Philippines - South
South America	Far East	Central America
Mid-East	Puerto Rico	Africa

The districts or international areas will be informed through their governors (or other Kiwanis officials in undistricted areas) when the President will be available in their areas as determined by the President in consultation with the General Office. Local projects, charter presentations, and meetings of like character should not be included in the President's official visit.

I move that recommendation 5 be adopted.

(adopted)

Annual visitation schedules would be supplemented by a standing list of visits which would be accomplished each year. These would include the Kiwanis, Key Club, Circle K, and KI-E conventions, Council, the Rose Bowl, etc., as noted in Exhibit C. It continues to be the President's prerogative to visit individual clubs or to make such other visits as he deems advisable. Further, we would suggest that the Board Committee on Structure give favorable consideration to revising the policy regarding a second visit by counselors to districts not being visited that year by the International President.

An Annual Public Relations Workshop for Members of the International Board of Trustees.

The purpose of the workshop would be to help Board members in their important assignment of representing Kiwanis International in the best possible way to the press and electronic media, both from the speakers platform and in interviews.

Staff was directed to develop an agenda for such a workshop, with the first one to be scheduled for the time of the April 1980 meeting of the Board.

Respectfully submitted,

ALLEN M. DUFFIELD

C. E. "PETE" THURSTON, JR.

JOHN T. ROBERTS, Chairman

EXHIBIT A

Connelly Medal nominees recommended for approval:

- Dwight Stone, Trenton, Ohio, 25 years old. Nominated by Kiwanis Club of Middletown East, Ohio. Risked his life to pull a 10-year old boy out from under the ice in a canal into which he had fallen.
- Luis Maunupau, San Francisco, California, 20 years old. Nominated by Kiwanis Club of St. Francis, San Francisco. Swam through heavy seas to rescue a sailor whose boat had capsized a considerable distance from the beach during an unusually severe Pacific storm.
- Ernesto Martinez, Phoenix, Arizona, 14 years old. Nominated by Kiwanis Club of Sun City - Agua Fria, Arizona. Entered a home in which a fire had started from cooking grease in the kitchen, discovered a blind person and a crippled person in the home, and led both to safety.

EXHIBIT B

A Resolution Saluting Rotary International
On Its 75th Anniversary

WHEREAS: Saturday, February 23, 1980 marks the seventy-fifth anniversary
of the founding of Rotary International;

AND WHEREAS: Rotary International is the oldest of the service organizations,
the pioneer in the concept of community service coupled with
fellowship;

AND WHEREAS: This concept has withstood the tests of time and social change;
inspiring the creation of other groups of similar nature;

AND WHEREAS: The combined effort of these groups has contributed materially
to the welfare of men and women around the world;

AND WHEREAS: The service club movement has been termed the most distinctive
contribution of North America to the Twentieth Century;

BE IT THEREFORE RESOLVED: That Kiwanis International salutes Rotary
International on this anniversary date, extending to all
Rotarians the heartiest of congratulations, and deepest respect
for their inestimable contribution to their fellow man.

Done in the City of Chicago on January 29, 1980.

(Seal)

International President

International Secretary

EXHIBIT C

Proposed Presidential Travel Schedule

YEAR 1	YEAR 2	YEAR 3
New England	New York	E. C. & C. - Northeast
New Jersey	Pennsylvania	Ohio
Capital	West Virginia	Carolinas
Georgia	Florida	Alabama
La. -Miss. -W. Tenn.	Kentucky-Tennessee	Missouri-Arkansas
Wisconsin-U. Michigan	Indiana	Michigan
E. C. & C. - Caribbean	E. C. & C. - Northwest	Illinois-E. Iowa
Minnesota-Dakotas	Nebraska-Iowa	Kansas
Western Canada	Rocky Mountain	Montana
Texas-Oklahoma - East	Texas-Oklahoma - West	Southwest
Utah-Idaho	Cal. -Nev. -Haw. - South	Pacific Northwest - North
Pacific Northwest - South	Austria-Germany	Cal. -Nev. -Haw. - North
Benelux-France-Monaco	Switzerland-Liechtenstein	Iceland
Norden	New Zealand	Italy
Australia	Philippines-Luzon	Japan
Republic of China	Andean	Philippines - South
South America	Far East	Central America
Mid-East	Puerto Rico	Africa

EVERY YEAR

Rose Bowl
 Detroit No. 1 Birthday
 Key Club Int'l Convention
 Circle K Int'l Convention
 Kiwanis Int'l Convention
 KI-E Convention
 KI-E Board Meeting/Council
 Kiwanis Board Meetings (4) & Council
 Resolutions Committee Meeting
 Governors' Conferences (1 to 4)
 Visit with U.S. President
 Visit with Canadian Prime Minister
 Visit to United Nations
 U. S. President's Prayer Breakfast
 Asia-Pacific Conference (if held)

REPORT OF BOARD COMMITTEE ON CONVENTION
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 26-30, 1980

Date of Committee Meeting: January 28, 1980

Place of Committee Meeting: General Office

Present: Members - Merald T. Enstad, Aubrey E. Irby
Chairman - Drew M. Petersen, M.D.
Staff - James L. Lynn, R. P. Merridew, Nancy Segall

I. Anaheim, 1980

A. International Convention Mailings

Convention registration receipt forms have been delayed in reaching offshore clubs because of insufficient handling and postage. This matter of concern will be alleviated in the future.

The Convention Department will continue to work closely with Past Lieutenant Governor, Lloyd Distant, regarding Jamaican registrations.

B. Program

1. Presenting the Candidates

After considerable discussion of this item, with all its pros and cons and possible ramifications, it was the unanimous opinion of the committee that a meeting of the delegates and candidates for office not be instituted at this time.

2. Ruby K Recognition

A special BKO article has been prepared requesting club secretaries to inform the General Office of all Kiwanians in their club who have sponsored 50 or more new members and will be in attendance at the Anaheim Convention. Further plans for recognition on stage and consideration of an award will be based on the response from the BKO article.

3. Legion of Honor Luncheon

The Legion of Honor Luncheon is being sponsored by the Anaheim Kiwanis Club as their regularly scheduled club meeting on Tuesday. All other members of Kiwanis will be welcome to attend this luncheon. It is the feeling of this committee that International President Mark Smith should ask a Past President of his choosing to honor Legion of Honor members, as is the usual custom.

4. Prayer Breakfast

Plans are progressing for the Prayer Breakfast which will be sponsored by the Greater Anaheim Kiwanis Club.

5. Service Projects Exhibits

Space has been allocated in the exhibit hall for Kiwanis clubs to display their successful unusual service projects. Applications will be reviewed as to their acceptability by the Director of Program Development. There will be a charge of \$25.00 which will cover a portion of the cost of setting up the booth.

6. Simultaneous Translation

The International Extension Department anticipates a number of members from South America and possibly as many as 100 French Kiwanians will attend the convention. For this reason the committee feels that simultaneous translation in French and Spanish is necessary. The Extension Department will arrange for 200 two-channel translation devices, with use of Kiwanis International staff as translators.

7. Speakers and Entertainment

Mr. John Wooden, former internationally-known basketball coach of U.C.L.A., will probably be the principal speaker for Sunday evening.

On Monday morning there will be a welcome by an appropriate city or county official and an invitation will be extended to California Governor Jerry Brown to offer greetings from the State of California. The principal speaker will be International President Mark Smith.

In lieu of a separate ladies program on Monday afternoon, the ladies will join in the contemporary issue feature, "Drug Abuse - A Continuing Menace to Our Youth", by Mr. Art Linkletter. A three to five minute audio-visual presentation is being considered to introduce this important subject.

The principal speaker on Tuesday morning will be the Honorable Dean Rusk, former U.S. Secretary of State.

Dr. G. Woodrow Cunningham, Department of Energy, Assistant Secretary for Nuclear Energy, will be a contemporary issue speaker for Tuesday afternoon. His topic will be "Can Society Survive the Future Without Nuclear Energy?"

Miss Portia Isaacson, noted columnist and authority on use of computers in the home, is a possible contemporary issue speaker for Tuesday afternoon on "Home Computers in the Decade of the '80's".

The possibilities for the Tuesday ladies program are Mayor Feinstein, of San Francisco, or Bess Myerson, a former Miss America and possible candidate for the U. S. Senate in New York.

On Wednesday evening the Invitation to New Orleans will feature the Fire House Five plus Two Dixieland Band. Staff will continue to investigate possibilities for the feature entertainment.

8. Amateur Musical Groups

Vic Shaul indicated applications are coming in slower than usual, but he did not feel there was cause for concern.

C. Youth Program

1. Youth Tours

Tours to Knott's Berry Farm and Universal Studios will be available on Monday. On Tuesday, tours to Knott's Berry Farm and Marineland will be offered. The committee is aware that the children's price of \$15.50 for the Universal tour is high, but because of the popularity of the tour, we feel it should be offered to those who wish to go.

The cost of the Marineland tour is \$11.50 and the cost of the Knott's tour is \$10.50. These prices include transportation and chaperones. A specially reduced Knott's Berry Farm price of \$5.50 is available for those who do not wish to participate in the organized tour.

2. Junior Hosts

The Host Committee is recruiting young adults who will ride the shuttle buses to answer questions and indicate points of interest. These same junior hosts will be on call as baby sitters on Monday and Tuesday evenings while parents are attending district functions.

3. Youth Dance

A youth dance will be held on Monday and Tuesday evenings.

D. Shuttle Bus Service

The committee realized that the cost of providing shuttle bus transportation is steadily increasing. The expected cost of the shuttle bus system is \$55,000. After considerable discussion, the committee felt that the sale of bus passes would help decrease the overall expense to Kiwanis International and improve shuttle bus service to some areas if necessary. The cost for these passes, which will be affixed to the name badge and will be valid throughout the convention, will be \$5.00 for adults and \$2.00 for children.

Recommendation #1:

The committee recommends that shuttle bus tickets be made available at \$5.00 for adults and \$2.00 for children.

I move that recommendation 1 be adopted

(adopted)

E. Complimentary Suites for Governors

We will continue the policy of providing complimentary suites for all Governors.

F. Budget

The budget was reviewed and found to be in good order. Several special items were discussed with the hopes of reducing expenditures in several areas.

The committee reviewed the financial statement of promotional expenses submitted by Host Committee Chairman Dick Smith. After considerable discussion, centered around the fact that the International Convention is the responsibility of Kiwanis International, it was felt that the special monies provided by host divisions in the California-Nevada-Hawaii District, namely Divisions 41, 30, 13, 4, used in support of Anaheim Convention promotional activities be refunded by Kiwanis International.

Recommendation #2:

The committee recommends that an amount of \$2,600 be refunded to the Host Committee Chairman for reimbursement of funds provided by Divisions 41, 30, 13, and 4.

I move that recommendation 2 be adopted.

(adopted)

In order to assist the New Orleans Host Committee with their promotional efforts, the committee makes the following recommendation:

Recommendation #3:

The committee recommends that a sum of \$10,000 be budgeted in the 1979-80 administrative year to defray expenses for promotional activities for the 1981 New Orleans Convention.

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

(adopted)

This policy should be considered for future conventions.

II. New Orleans, 1981

A. Convention Logo

The committee reviewed the New Orleans convention logo presented by the Publications Department.

B. Official Family Hotel

The Hyatt Regency New Orleans will be considered as the Official Family Hotel if appropriate arrangements can be completed. If this is not possible, the committee agreed that the Hilton should then receive serious consideration.

III. Future Convention Sites

A. 1986

The committee has asked the convention manager to begin initial investigation of Houston and Dallas as possible sites for 1986.

The item of an area fixed rotational pattern was discussed by the committee and felt that it was not necessary to strictly adhere to this policy. In general, the committee felt that area rotation is probably the most acceptable procedure.

B. Vienna, 1983

The committee agrees with International President Mark Smith that we should begin to consider promotional efforts for the 1983 Vienna Convention. We were concerned, however, that if promotional efforts begin too early, such as early registration, that this might detract from attendance for the 1981 and 1982 conventions. This will be discussed in detail at the next Board Meeting.

IV. Tablet of Honor

The committee reviewed the Foundation's proposed script outline for the Tablet of Honor presentations to be made at Anaheim. The committee approved of the revised format which is brief and eliminates the need for recipients to be presented on stage.

Respectfully submitted,

MERALD T. ENSTAD

AUBREY E. IRBY

DREW M. PETERSEN, M.D., CHAIRMAN

REPORT OF BOARD COMMITTEE ON DATA PROCESSING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 26 - 30, 1980

Date of Committee Meeting: January 29, 1980

Place of Committee Meeting: General Office

Present: Members - Allen M. Duffield, J. Stewart Wilson

Chairman - James B. Richard

Staff - James W. Kinkade

Accounting Committee

Members - Albert L. Cox, Warren Edwards

Chairman - J. Stewart Wilson

Staff - Jeffery A. McNary

The Committee on Data Processing and Accounting held a combined meeting so that both committees could share common information. Also, Peter N. Hanly, Executive Director-designate, attended for the purpose of gathering background material on Data Processing and Accounting functions.

The Director of Data Processing provided both committees pertinent background material on Data Processing organization and structure. The relationship of the Circulation and Accounting Departments was explained as part of the discussion on Data Processing structure.

A review of Data Processing equipment was made in which the capabilities and limitations of the IBM System 3/Model 15D were discussed.

A working paper on electronic Data Processing prepared in December of 1977 was given to the Committee. The working paper provided a better understanding of the total involvement of Data Processing in the General Office and its current and future role in providing service to clubs and districts.

The Committee reviewed a list of current Data Processing services and the departments that directly benefit from the service. Currently, Data Processing is providing 106 major services to fifteen departments. The staff explained the relationship of Data Processing services that are provided to the Accounting Department.

The Data Processing Department is concentrating its full systems and programming efforts on computerizing many of the manual accounting functions to improve the level of financial information and productivity of the Accounting Department.

The Committee also discussed the now combined International and district membership dues billing system scheduled for use in March, 1980. This new service (See Exhibit A) was recommended and approved in October, 1979, and is available to U.S. and Canadian districts on a no-charge basis. To date, 29 districts will participate in this service. This new service will help reduce district operating expenses, improve cash flow, and coordinate reconciliation of paid members.

It is the opinion of the Committee that there are many aspects of Data Processing and its relationship with other General Office functions that will require several

meetings to develop an understanding of the overall system. Staff will provide sufficient background material and suggestions for the Committee to review and work on during the coming months.

Respectfully submitted,

ALLEN M. DUFFIELD

J. STEWART WILSON

JAMES B. RICHARD, Chairman

September 24, 1979

EXHIBIT A

COMBINED INTERNATIONAL AND DISTRICT DUES BILLING SERVICE

One year has passed since the idea of a combined dues billing system was discussed. At that time, it was the opinion of many District Secretaries that a pilot program would be needed to determine if this service would prove beneficial. It was suggested that one district would participate and report on their experience with the service. Ellis Stroup of the Capital District, offered to test this service and was included in the second half 1978-79 billing period. The results of that pilot program were so successful, that Ellis is again participating in the current billing period.

We are very confident that this new service can benefit each district by, a reduction of operating expenses, and improved cash flow because of earlier dues collection. The following procedures describe this new service:

1. Semi-Annual Billing Rosters (3 part form) are prepared on September 1 and March 1. The billing kits are mailed via first class mail within five (5) working days.
2. The current billing roster form would be re-designed to include a "District Summary" section. This section would state members billed, district billing rates and total amount due. Also, limited personalized payment instructions will be included. Each roster states that the club's obligations are based on membership as of September 30 and March 31. Refer to Exhibits A & B billing rosters.

Exhibit A - This roster contains a pre-printed section for district billing information. NOTE: Each page would contain this summary section, but only the last page would show district billing information.

FORM
SCED Exhibit B - This version of the roster does not provide a pre-printed section for district billing information. The computer will print district billing information on the last page of each club's roster as shown on sample.

3. Each billing kit contains an instruction sheet for reconciling the club's membership records. This instruction sheet would also include district billing and payment information common to all districts. Each district should notify their clubs of this new billing procedure by way of; district publication(s), direct mail, etc. Club secretary training programs should also include new billing procedures.
4. A district billing summary report will also be provided. This report will contain; club name, members billed, billing rates, amounts billed, total amount billed. See Exhibit C.
5. All districts will continue to receive a bound copy of the billing rosters for their records.

Each district must provide Kiwanis International with dues and bulletin subscription rates by August 15 and February 15 for incorporation in the billing program. This service provides only for the billing of dues and bulletin subscriptions. This new service can be available for the second half 1979-80 billing period as outlined.



KIWANIS INTERNATIONAL

101 EAST ERIE STREET CHICAGO, ILLINOIS 60611

SEMI-ANNUAL CLUB MEMBERSHIP STATEMENT FOR DUES AND MAGAZINE SUBSCRIPTIONS

TO: BALTIMORE CITY

MD

BILLING PERIOD: OCTOBER 1, 1979 TO MARCH 31, 1980

00009 019 03 19480

PAGE 1

ATTENTION CLUB SECRETARY: THIS IS A COMBINED INTERNATIONAL AND DISTRICT DUES BILLING STATEMENT. FOLLOW ENCLOSED PROCESSING INSTRUCTIONS.

ANDREWS O LINWOOD	560 VALLEY WOOD RD.	MILLERSVILLE	MD	21108
ANDREWS RICHARD N	3224 ST PAUL ST.	BALTIMORE	MD	21218
ARRUP HENRY D	1510 NORTHBOURNE RD.	BALTIMORE	MD	21212
AUMANN FREDERICK C	22 W ALLEGANY AVE.	BALTIMORE	MD	21204
BIRCHARD WINFRED M	7701 HILLENDALE RD.	BALTIMORE	MD	21234
BLACK ROBERT W JR	10 LIGHT ST.	BALTIMORE	MD	21202
BOND CALHOUN	900 BLAUSTEIN BLDG.	BALTIMORE	MD	21201
BOSLEY RHODY A	626 BRIDGEMAN TERR.	TOWSON	MD	21204
BOWERS BARRY	RFD 3-BOX 443-C	ANNAPOLIS	MD	21403
BRANDT T MARSHALL	8205 TYSON RD.	ELLCOTT CITY	MD	21043
BRIDGES ROBERT F	2641 MARYLAND AVE.	BALTIMORE	MD	21218
BROWN JOHN W JR	1912 POT SPRING RD.	TIMONIUM	MD	21093
BURCHAM N KENNETH	209 DEERFOX LANE	TIMONIUM	MD	21093
BURKE ROBERT J	6833 QUEENSBERRY RD.	BALTIMORE	MD	21239
BURKLEY JOHN K JR	107 E MONTGOMERY ST.	BALTIMORE	MD	21230
CARLIN RICHARD M	1524 FIDELITY BLDG.	BALTIMORE	MD	21201
CARTER C READ	23 SOUTH ST.	BALTIMORE	MD	21202
CASSEL W DOUGLASS	252 CHANTRY RD.	TIMONIUM	MD	21093
CHANDLEE THEO M JR	2 E FAYETTE ST.	BALTIMORE	MD	21202
CHASE PHILIP W JR	4800 ROLAND AVE.	BALTIMORE	MD	21210
CORNBROOKS CARSON M	2120 N. CHARLES ST.	BALTIMORE	MD	21218

DISTRICT BILLING SUMMARY:

YOUR CLUB'S CHECK FOR DUES AND BULLETIN SUBSCRIPTIONS SHOULD BE MAILED TO:
ELLIS H. STROUP, CAPITAL DISTRICT OFFICE, 15809 WAYNE AV, LAUREL, MD 20810
ALONG WITH THE PINK COPY OF THIS MEMBERSHIP ROSTER.

(*) MEMBERS BILLING RATE

21 @ 3.25

DISTRICT DUES

68.25

21 @ .75

BULLETIN FEE

15.75

TOTAL AMOUNT BILLED

84.00

(ENTER PAYMENT INFORMATION HERE)

MEMBERS AMOUNT PAID

(*) LIFE MEMBERS ARE NOT EXCLUDED FROM PAYING DISTRICT DUES AND BULLETIN SUBSCRIPTIONS.

TO: BALTIMORE CITY

MD

BILLING PERIOD: OCTOBER 1, 1979 TO MARCH 31, 1980

00009 019 03 19480

This Roster Prepared on 8/24/79

Your clubs obligation is based on your membership records as of 9/30/79

REFERENCE NO. (MEMBERS BILLING RATE)

180188

21 @ 4.00

INTERNATIONAL DUES

84.00

21 @ 2.25

MAGAZINE SUBSCRIPTIONS

47.25

180189

21 @ 1.20

LIABILITY INSURANCE
(BILLED ANNUALLY OCT. 1)

25.20

TOTAL AMOUNT BILLED

156.45

OPTION: MAIL COPY WITH REMITTANCE TO KIWANIS INTERNATIONAL - 101 E ERIE ST CHICAGO, ILLINOIS 60611

THIS FORM WILL BE USED

TO: BALTIMORE CITY MD
BILLING PERIOD: OCTOBER 1, 1979 TO MARCH 31, 1980 00009 019 03 19480 PAGE 1

ATTENTION CLUB SECRETARY: THIS IS A COMBINED INTERNATIONAL AND DISTRICT DUES BILLING STATEMENT. FOLLOW ENCLOSED PROCESSING INSTRUCTIONS.

ANDREWS O LINWOOD	560 VALLEY WOOD RD.	MILLERSVILLE	MD 21108
ANDREWS RICHARD N	3224 ST PAUL ST.	BALTIMORE	MD 21218
ARRUP HENRY D	1510 NORTHBOURNE RD.	BALTIMORE	MD 21212
AUMANN FREDERICK C	22 W ALLEGANY AVE.	BALTIMORE	MD 21204
BIRCHARD WINFRED M	7701 HILLENDALE RD.	BALTIMORE	MD 21234
BLACK ROBERT W JR	10 LIGHT ST.	BALTIMORE	MD 21202
BOND CALHOUN	900 BLAUSTEIN BLDG.	BALTIMORE	MD 21201
BOSLEY RHODY A	626 BRIDGEMAN TERR.	TOWSON	MD 21204
BOWERS BARRY	RFD 3-BOX 443-C	ANNAPOLIS	MD 21403
BRANDT T MARSHALL	8205 TYSON RD.	ELLCOTT CITY	MD 21043
BRIDGES ROBERT F	2641 MARYLAND AVE.	BALTIMORE	MD 21218
BROWN JOHN W JR	1912 POT SPRING RD.	TIMONIUM	MD 21093
BURCHAM N KENNETH	209 DEERFOX LANE	TIMONIUM	MD 21093
BURKE ROBERT J	6833 QUEENSBERRY RD.	BALTIMORE	MD 21239
BURKLEY JOHN K JR	107 E MONTGOMERY ST.	BALTIMORE	MD 21230
CARLIN RICHARD M	1524 FIDELITY BLDG.	BALTIMORE	MD 21201
CARTER C READ	23 SOUTH ST.	BALTIMORE	MD 21202
CASSEL W DOUGLASS	252 CHANTRY RD.	TIMONIUM	MD 21093
CHANDLEE THEO M JR	2 E FAYETTE ST.	BALTIMORE	MD 21202
CHASE PHILIP W JR	4800 ROLAND AVE.	BALTIMORE	MD 21210
CORNBRUCKS CARSON M	2120 N CHARLES ST.	BALTIMORE	MD 21218

***** DISTRICT BILLING SUMMARY *****

* YOUR CLUB'S CHECK FOR DUES AND BULLETIN SUBSCRIPTIONS SHOULD BE MAILED TO:
* ELLIS H. STROUP, CAPITAL DISTRICT OFFICE, 15809 WAYNE AV, LAUREL, MD 20810*
* ALONG WITH THE PINK COPY OF THIS MEMBERSHIP ROSTER. *

	BILLING AMOUNT		PAYMENT INFORMATION	
	MEMBERS(*)	RATE	BILLED	(MEMBERS)(AMOUNT PAID)*
* DISTRICT DUES	21	3.25	68.25	
* BULLETIN SUBSCRIPTIONS	21	.75	15.75	
* TOTAL AMOUNT BILLED			84.00	

* (*)LIFE MEMBERS ARE NOT EXCLUDED FROM PAYING DISTRICT DUES AND BULLETIN SUBSCRIPTIONS. *

***** INTERNATIONAL BILLING SUMMARY *****

TO: BALTIMORE CITY MD
BILLING PERIOD: OCTOBER 1, 1979 TO MARCH 31, 1980 00009 019 03 19480

This Roster Prepared on 8-24-79 Your club's obligation is based on your membership records as of 9-30-79

REFERENCE NO.	(MEMBERS - BILLING RATE)	(AMOUNTS BILLED)	(ENTER PAYMENT INFORMATION HERE) (MEMBERS) (AMOUNTS PAID)
180188	21 @ 4.00	INTERNATIONAL DUES	84.00
	21 @ 2.25	MAGAZINE SUBSCRIPTIONS	47.25
180189	21 @ 1.20	LIABILITY INSURANCE (BILLED ANNUALLY OCT 1)	25.20
TOTAL AMOUNT BILLED		156.45	

CAPITAL DISTRICT BILLING

SUMMARY REPORT FOR FIRST HALF 1979-80 ADMINISTRATIVE YEAR.

8/31/79

CLUB NAME	KEY NO.	MEMBERS	DISTRICT DUES @ 3.25	BULLETIN FEE @ .75	TOTAL	
BRANDYWINE HUNDRED, WILMINGTON	DE 03828	18	58.50	13.50	72.00	
BRIDGEVILLE	DE 02269	40	130.00	30.00	160.00	
CLAYMONT	DE 03850	10	32.50	7.50	40.00	
DELMAR	DE 03509	27	87.75	20.25	108.00	
DOVER	DE 02022	37	120.25	27.75	148.00	
FRANKFORD	DE 04206	25	81.25	18.75	100.00	
GEORGETOWN	DE 02064	25	81.25	18.75	100.00	
GREENWOOD	DE 02743	23	74.75	17.25	92.00	
LAUREL	DE 03852	13	42.25	9.75	52.00	
MILFORD	DE 02253	24	78.00	18.00	96.00	
NEW CASTLE HUNDRED	DE 03939	13	42.25	9.75	52.00	
RED CLAY VALLEY, WILMINGTON	DE 03925	40	130.00	30.00	160.00	
REHOBOTH BEACH	DE 01780	71	230.75	53.25	284.00	
RODNEY SQUARE, WILMINGTON	DE 03827	19	61.75	14.25	76.00	
SEAFORD	DE 01036	63	204.75	47.25	252.00	
WHITE CLAY, NEWARK	DE 06147	20	65.00	15.00	80.00	
WILMINGTON	DE 00131	134	435.50	100.50	536.00	
STATE TOTALS		602	1,956.50	451.50	2,408.00	17 CLUBS BILLED
CAPITOL HILL, WASHINGTON	DC 05798	72	234.00	54.00	288.00	
EASTERN BRANCH, WASHINGTON	DC 03259	28	91.00	21.00	112.00	
GEORGETOWN, WASHINGTON	DC 04515	70	227.50	52.50	280.00	
NORTHEAST WASHINGTON	DC 03689	24	78.00	18.00	96.00	
NORTHWEST WASHINGTON	DC 04517	39	126.75	29.25	156.00	
SHEPHERD PARK, WASHINGTON	DC 08528	21	68.25	15.75	84.00	
SOUTHWEST WASHINGTON	DC 08184	21	68.25	15.75	84.00	
WASHINGTON	DC 00127	291	945.75	218.25	1,164.00	
STATE TOTALS		566	1,839.50	424.50	2,264.00	8 CLUBS BILLED
BALTIMORE CITY	MD 00009	108	351.00	81.00	432.00	
BALTIMORE-WASHINGTON INTERNATIONAL, AIRPORT	MD 08620	15	48.75	11.25	60.00	
BEL AIR	MD 06560	11	35.75	8.25	44.00	
BELAIR ROAD, BALTIMORE	MD 03980	18	58.50	13.50	72.00	
BETHESDA	MD 02577	69	224.25	51.75	276.00	
BONNIE BLINK GOLDEN K, COCKEYSVILLE	MD 08210	19	61.75	14.25	76.00	
BOWIE	MD 05910	31	100.75	23.25	124.00	
CAMBRIDGE	MD 06962	10	32.50	7.50	40.00	
CAPITAL CENTRE, LANDOVER	MD 09555	19	61.75	14.25	76.00	
CATONSVILLE	MD 02611	11	35.75	8.25	44.00	
CUMMODORE MAYO, MAYO	MD 04467	35	113.75	26.25	140.00	
CRISFIELD	MD 02734	44	143.00	33.00	176.00	
CROFTON	MD 08352	28	91.00	21.00	112.00	
CROSS KEYS, BALTIMORE	MD 09322	7	22.75	5.25	28.00	
CUMBERLAND	MD 01238	51	165.75	38.25	204.00	
DUNDALK	MD 02764	11	35.75	8.25	44.00	
EASTON	MD 03691	34	110.50	25.50	136.00	
ELKRIDGE	MD 06064	22	71.50	16.50	88.00	
ELKTON	MD 01930	71	230.75	53.25	284.00	
ELLICOTT CITY	MD 02358	36	117.00	27.00	144.00	
FREDERICK	MD 00783	73	237.25	54.75	292.00	
FRIENDSHIP HEIGHTS, CHEVY CHASE	MD 07104	31	100.75	23.25	124.00	
GLEN BURNIE	MD 03088	58	188.50	43.50	232.00	
GREATER ANNAPOLIS	MD 01985	23	74.75	17.25	92.00	

CAPITAL DISTRICT BILLING SUMMARY REPORT FURFIST HALF 1979-80 ADMINISTRATIVE YEAR.

8/31/79

CLUB NAME	KEY NO.	MEMBERS	DISTRICT DUES @ 3.25	BULLETIN FEE @ .75	TOTAL	
WINCHESTER	VA 00806	93	302.25	69.75	372.00	
WISE	VA 02796	18	58.50	13.50	72.00	
WOODBIDGE	VA 02917	25	81.25	18.75	100.00	
WOODLAWN, ALEXANDRIA	VA 07326	13	42.25	9.75	52.00	
WYTHE COUNTY	VA 03133	38	123.50	28.50	152.00	
YORK	VA 05807	13	42.25	9.75	52.00	
STATE TOTALS		5,459	17,741.75	4,094.25	21,836.00	121 CLUBS BILLED
DISTRICT TOTALS		9,174	29,815.50	6,880.50	36,696.00	217 CLUBS BILLED

REPORT OF BOARD COMMITTEE ON KEY CLUBS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

JANUARY 26-30, 1980

Date of Committee Meeting: January 27, 1980

Place of Committee Meeting: General Office

Present: Members - James B. Richard, Donald E. Williams
Chairman - Merald T. Enstad
Staff - William H. Jepson, Gary R. McCord, James P. "Pete" Tinsley

Review of Kiwanis International Board Policies

The Committee reviewed a verbal request made to the Chairman at the International Council in regard to allowing the formation of more than one Key Club in an individual high school. It was the general opinion of the Committee that the current policy regarding this matter - to allow only one Key Club per high school - should stand.

Review of Key Club Departmental Procedures re: the Acceptance of Dues from Suspended Clubs

After an extensive discussion regarding the problem of dues being sent to the Key Club Department for Suspended Clubs without accompanying officers and membership lists, the committee requested Staff to review all of their procedures for the collection and processing of all dues and to provide the Committee with a suggested written policy on this matter at its April meeting.

Review of Travel of Key Club International Officers

The Committee reviewed the reports on the travel of the Key Club International Board since the September Kiwanis Board Meeting and found the travel to be in line with Kiwanis International Board Policies.

Review of Budget of Key Club

The Committee was then apprised of the plans for the Regional Training Conference for Kiwanis-Key Club Administrators and Key Club Governors. Staff informed the Committee that the current budget allotment of \$4,925 for the Key Club Department's

share of the cost of this meeting would not be adequate and that a budget adjustment would be needed.

Recommendation #1:

The Committee recommends that the Key Club Departmental Budget - p. 7 in regard to regional Training Conferences for Administrators and Key Club Governors be increased to a total of \$6,000 in order to cover the anticipated share of costs by the Key Club Department and that this be referred to the Committee on Finance and Personnel at this meeting.

I move that recommendation 1 be adopted.

(adopted)

The Committee was also apprised of several proposals being put before the Board Committee on Circle K by the Circle K International Board in regard to the program of these Regional Training Conferences.

Review of Standard Form for District Bylaws of Kiwanis

The Staff provided the Committee with a suggestion for the implementation into the Standard Form for District Bylaws of their recommendation to the Board from the September 1979 Meeting for the creation of a "District Chairman for the Promotion of Sponsored Youth."

Recommendation #2:

The Committee recommends the following amendments to the Standard Form for District Bylaws.

1. Amend Article VII, Section 1 of the Standard Form for District Bylaws of Kiwanis by adding an additional committee as follows.

Sec. 1-r - Promotion of Sponsored Youth.

2. Amend Article VIII, Section 2 - to read as follows:

Sec. 2 - The Committee on Circle K Clubs shall be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis District Boards's approval.

3. Amend Article VIII, Section 3 - to read as follows:

Sec. 3 - The Committee on Key Clubs shall be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis District Board's approval.

4. Create new Article VIII, Section 18 - to read as follows:

Sec. 18 - The Committee for the Promotion of Sponsored Youth shall assist Kiwanis clubs in the establishing of Circle K Clubs in universities and colleges and in the establishing of Key Clubs in high schools throughout the district. It shall also be the Committee's responsibility to promote the concept of continuing an effective sponsorship of these two organizations upon the part of the sponsoring Kiwanis clubs.

5. Renumber present Article VIII, Section 18 to become Article VIII, Section 19. The Committee further recommends that these amendments be referred to Laws and Policies for implementation.

I move that recommendation 2 be adopted.

(adopted)

1983 Key Club International Convention Dates

This matter was referred to the April meeting in order to allow Staff more time to survey the Kiwanis-Key Club Administrators.

Review of the Comparative Statement of Expenses for the Key Club Department for December and the Year-to-Date

The Committee then reviewed the Key Club Department Comparative Statement of Expenses for December and the Year-to-Date and found it to be in good order.

Approval of Key Club International Theme and Objectives for 1980-81

A copy of the 1980-81 Key Club International Theme and Objectives was reviewed and discussed (Exhibit A).

Recommendation 3:

The Committee recommends that the 1980-81 Key Club International Theme and Objectives (attached as Exhibit A) be approved.

I move that recommendation 3 be adopted.

(adopted)

The Committee further requests that all Board members keep this Theme and Objectives confidential until it is revealed at the Key Club International Convention in San Diego.

Respectfully submitted,

JAMES B. RICHARD
DONALD E. WILLIAMS
MERALD T. ENSTAD, Chairman

1980-81 KEY CLUB INTERNATIONAL THEME AND OBJECTIVES

With each passing moment in our lives comes further indication of deterioration within our schools. Unfortunately, this problem is an internal one; it stems not from the lack of support for the school, rather from the decreases in confidence and self-pride of the students. This inevitably leads to many tensions that are often times violently released.

It is difficult for us to realize the massive scope of problems such as amorality, voter indifference, drug abuse, vandalism, suicide, teenage pregnancy, venereal disease, and family tensions that are present in the young men and women of today. However, it may seem even more difficult to initiate a program run by high-school students for high-school students keyed at alleviating these problems. Through a great deal of work, we believe that a program of this type can be more effective.

The persons responsible for near epidemic catastrophies in our schools are influencing more and more students. Their influence is spreading to a constantly younger age group than ever before. If this problem is left uncapped, it could soon demand more immediate attention than the most pressing problems of our present day society.

This is the time to stop violence in our classrooms; to stop the deterioration of high-school student's self-pride; to make teenagers believe that they can become responsible and useful citizens; to combat the popularity of amoralities within our youth; to combat alcohol and drug abuse; to set the example to alleviate a tragedy before it seriously gets out of hand.

In order to make a more meaningful impact on these very real problems, this year as never before, Key Clubbers must join as a united force that will:

"DARE TO INFLUENCE"

BY Positive action in combating the problems of high-school students.

Dear God, instill in me the realization of our potential: to serve, to care, and to positively influence the lives of our peers, that can result in a better school and in turn, a better world.

REPORT OF BOARD COMMITTEE ON KIWANIS EDUCATION
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 26-30, 1980

Date of Committee Meeting: January 28, 1980

Place of Committee Meeting: General Office

Present: Members - Egon Kuzmany, James B. Richard
Chairman: - Donald E. Williams
Staff Member - Percy H. Shue

An Appraisal of Progress to Date

While it is not possible to measure in detail what new activities have resulted from our increased emphasis on Kiwanis education this year, the Committee is in agreement that we have made a good start.

The International Committee chairmen remain enthusiastic. The governors have been most cooperative in appointing district chairmen. We are aware that a number of districts introduced Kiwanis education features into their conferences and conventions and have plans for more. With the addition of "The Man Who Wears the K" and the forthcoming Kiwanis Education Manual, our resources have been appreciably enriched. We are having Kiwanis education articles in each issue of the Bulletin for Kiwanis Officers. We know that Kiwanis education will be incorporated more fully into the March Conference for Governors-elect and in the Lesson Plans for other conferences. Supplies items such as "What Is Kiwanis?" have been moving well. Reports from the regional workshops reflect appreciation for the Kiwanis education presentations there.

The Committee is encouraged, too, to know that President-elect Merald has appointed two Special International Committees on Kiwanis Education to help us continue and to increase the momentum next year. All in all, we are optimistic about the progress of Kiwanis education programming throughout Kiwanis International.

Kiwanis Education Manual

The Kiwanis Education Manual is in the process of being printed. The first distribution will be made at the Conference for Governors-elect. It will then be mailed in April to each club president, and in June a copy will be included in the 1980-81 President's Package mailed to all clubs.

The Manual will have a format comparable to an MEP project guide --- 24 pages with cover, 8½x11. The first ten pages provide the club committee chairman with recommended techniques. The last fourteen pages are exhibits of two types: (1) models which may easily be adapted to local situations (induction ceremony, club history, club fact sheet, etc.), and (2) single-sheet items which may be directly dry copied from the manual and distributed to members, included in "Kiwanis and You" kits, etc. The latter deal with such topics as "How Kiwanis Got Started," "What Every Member Should Know About Club Bylaws," etc. There is prepared copy for the bulletin editor, suggested ways of incorporating designs into club bulletins, a Kiwanis education quiz, and other items. It should prove very valuable to clubs everywhere.

Kiwanis Education at the Anaheim Convention

The Committee believes that the inclusion of Kiwanis education on the agenda for presentations at the Monday afternoon conferences at Anaheim for presidents-designate (as was done at Toronto) is the best exposure which we can give to Kiwanis education during the conferences. If space is available, the Committee would strongly favor having a separate manned booth for Kiwanis education so that members of the International committee could show Kiwanians some of the new materials available and discuss techniques with them.

The Committee also strongly suggests that a good supply of "The Man Who Wears the K" be available for sale from the Supplies booth for those who wish to purchase them and take them with them.

The Committee had a good discussion about some way in which the International Convention program itself might contribute more to basic Kiwanis education. The Committee suggests that, in the early planning of the program for the New Orleans Convention, some thought be given to the incorporation into the program of a feature --- even if for only fifteen minutes --- which would dramatize a part of the rich history and tradition of Kiwanis International. Conceivably, it might be a tableau, or it might be a reading or dialog based on the new history. There are many possibilities, to be sure. This would be something that a Kiwanian would remember for many years.

Kiwanis Education and Membership Retention

The Committee discussed the relationship between Kiwanis education and retention. There was full agreement that Kiwanis education is one --- but only one of a number --- of the factors which a club must look to in the interest of member retention. Kiwanis education should lead to pride of membership and a desire to remain a member but that alone is not sufficient insurance against deletions. It is the total experience of Kiwanis membership that holds a man in Kiwanis --- his pride of membership, to be sure, but also his enjoyment of the club meeting fellowship and surroundings, his opportunity for full participation and involvement, his ability to afford it and give time to it. In short, the Committee prefers not to have Kiwanis education identified as the antidote to deletion.

Kiwanis education is one of the pillars which most need shoring up, and the Committee is committed to that task, but, in the interests of retention, we need the assistance of all who know how to strengthen the club meeting, to strengthen the fellowship, to strengthen member involvement, to make Kiwanis membership a practical as well as an enjoyable experience.

Kiwanis Education as an Aspect of Leadership Education Conferences

For the first time in the history of conferences for governors-elect, Kiwanis education will appear on the agenda of the March Conference for Governors-elect as a separate item for presentation and discussion as an aspect of the workshop operation.

Lesson Plans and Faculty Briefs will be adjusted at all levels to include Kiwanis education as agenda topics. We are confident, furthermore, that when the Club Officers Manual is completely revised, as is planned for the 1981-82 year, it will give special attention to Kiwanis education as an integral part of Kiwanis programming.

The team presentations on Kiwanis education at the October 1979 Council were well received by participants and have undoubtedly generated appreciable follow-through by current governors through their presentations at division meetings and midyear conferences. Leadership education conferences are one of the best opportunities we have for getting leadership at all levels behind our renewed emphasis on Kiwanis education.

What Kiwanis Is Not

The Committee was reminded during its discussions that Kiwanis education is not always a matter of informing members what Kiwanis is. In part, it may often need to include some communication about what Kiwanis is not. The Committee expresses its concern that some instances have surfaced which suggest that some members have joined Kiwanis because they were told that their affiliation with Kiwanis would provide them with an excellent entree for sales and other personal-interest contacts with other members, and this is not a form of Kiwanis education to which we subscribe. Our reason for being Kiwanians is because we believe in our Objects.

Circulation

Although circulation has been assigned as a responsibility of the Committee, we had no agenda item directly related to this topic at this meeting. Nevertheless, the topic did lead us into the matter of General Office general mailings.

In discussions the Committee had with Assistant Secretary Bill Jepson, the Committee learned how the contents of general mailings to clubs are determined. While the Committee did not come to any conclusion as to whether revisions are needed in the present plan for coordinating such mailings, it did request Bill to make an analysis of general mailing contents in terms of who authorized the separate items, what determines whether an item is mailed and to whom it is mailed, and the relationship of separately mailed items to the Bulletin for Kiwanis Officers articles. The Committee also suggested to Bill that every item (if possible) included in a general mailing be clearly identified at the top as to what person in the club should receive the item.

The Committee also senses a strong need for staff to scrutinize every item currently being distributed or mailed out on request in terms of its being up-to-date and, to the extent possible, in terms of its being sufficiently valuable to warrant continuance as a separate item. We should have a procedure for reducing volume as well as for enriching available resources.

Respectfully submitted,

EGON KUZMANY

JAMES B. RICHARD

DONALD E. WILLIAMS, Chairman

REPORT OF BOARD COMMITTEE ON LAWS AND POLICIES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 26 - 30, 1980

Date of Committee Meeting: January 28, 1980

Place of Committee Meeting: General Office

Present: Members - Warren H. Edwards, J. Stewart Wilson
Chairman - Hilmar L. "Bill" Solberg
Staff Member - Fay H. McDonald

Policy Referrals

At the Board meetings of July 5, 1979 and September 24-27 and 30, 1979, there were two additions and two revisions to Policies adopted and ready for insertion into Policies. All pages of Policies involved with these additions and changes have been revised and these pages, together with new index pages, will be distributed to each of you at the conclusion of this report.

Study of International Constitution and Bylaws

As was stated in the report of this committee at the September 24-27 and 30, 1979 Board meeting, 1979 convention parliamentarian Don Dubail advised the committee that the action in Toronto resulting in the retention of Article XIII, Section 6 of the Bylaws involves a conflict between Article VI, Section 4 of the Bylaws and Article XIII, Section 6 of the Bylaws. Don Dubail was asked to provide the committee with suggestions on a resolution of this conflict. Don replied, stating that Section 4 of Article VI should begin with the words: "Subject to the provisions of Article XIII, Section 6 of these Bylaws, and..." Don believes that it is proper for a section of the Bylaws to be subject to the contents and provisions of another section of the Bylaws and that reference in Article VI, Section 4 to Article XIII, Section 6 would refer to the method and manner of both inability or incapacity which are covered in Article XIII, Section 6.

Don further states that there should be another sentence added to Section 4 of Article VI of the Bylaws concerning the resumption of office by the president and that sentence would read: "At such time as the president shall return from his absence, or upon the removal of his inability, the president shall resume the duties of his office."

The committee therefore recommends that the Board present an amendment in Anaheim to incorporate the suggestions made by Don Dubail. These suggestions have been incorporated in the proposed amendment in attached Exhibit A.

Recommendation #1:

The committee recommends the adoption of the wording of the proposed amendment to Article VI, Section 4, of the International Bylaws, as delineated in Exhibit A, for presentation to the delegates in Anaheim.

I move that recommendation 1 be adopted.

(adopted)

At the Board meeting of September 24-27 and 30, 1979, the Board adopted a recommendation of the Board Committee on Administration and Structure requesting this committee to prepare an amendment for the Anaheim Convention to amend Article I, Section 6, of the Bylaws of Kiwanis International so that the words "fifteenth day of June" be changed to read "first day of June." This amendment has been prepared by the committee and is found in attached Exhibit B.

Recommendation #2:

The committee recommends the adoption of the wording of the proposed amendment to Article I, Section 6, of the International Bylaws as delineated in attached Exhibit B, for presentation to the delegates in Anaheim.

I move that recommendation 2 be adopted.

(adopted)

As indicated in the report of this committee to the September 24-27 and 30, 1979 Board meeting, the Montana District is concerned about being able to properly finance the district under the restriction of a maximum of twelve dollars (\$12) per member per annum which includes district dues and subscription price of the official publication. The committee asked Board Counselor Ray Lansford to secure further input from the district. Ray reported that the district itself desires to submit a proposed amendment to Article XII, Section 3, of the Constitution in order to provide that the subscription price of the district publication shall be a separate financial obligation apart from the maximum allowed for district dues. Therefore, we anticipate receiving such a proposed amendment from the Montana District in due time.

Additional Items

As of the date of the committee meeting, we have received only one proposed amendment submitted by a club. This is an amendment which proposes that women be admitted into Kiwanis club membership and is submitted by the Kiwanis Club of Angeles Mesa, Los Angeles, California.

Respectfully submitted,

WARREN H. EDWARDS

J. STEWART WILSON

HILMAR L. "BILL" SOLBERG, Chairman

PROPOSED AMENDMENT NO.
TO THE INTERNATIONAL BYLAWS

Submitted by the Board of Trustees of
Kiwanis International.

This amendment proposes to amend the Bylaws of Kiwanis International in order to make Article VI, Section 4, of the Bylaws compatible with Article XIII, Section 6, of the Bylaws which contains the procedure to be followed in case of the incapacity of the President.

Amend Article VI, Section 4, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 4, as follows:

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

PRESENT PROVISIONS
BYLAWS

Article VI, Section 4

Section 4. Vice-presidents. In the event of the inability of the President to perform his duties, the Board of Trustees by a two-thirds (2/3) vote of the entire Board of Trustees shall elect one of the Vice-presidents to perform the duties of, and to have the same authority as, the President. The Vice-presidents shall also perform such other duties as usually pertain to the office or as may be assigned them by the President or the Board of Trustees.

PROPOSED AMENDMENT NO.
TO THE INTERNATIONAL BYLAWS

Exhibit B

(Submitted by the Board of Trustees of
Kiwanis International.

This amendment proposes to amend the Bylaws of Kiwanis International in order to provide an earlier filing date for reporting names of club officers elected to serve in the ensuing year.

Amend Article I, Section 6, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 6, as follows:

Section 6. The president and the secretary of each chartered club shall, before the first day of June of each year, certify to the Secretary of Kiwanis International the names of the officers elected to serve in the ensuing year.

PRESENT PROVISIONS
BYLAWS

Article I, Section 6

Section 6. The president and the secretary of each chartered club shall, before the fifteenth day of June of each year, certify to the Secretary of Kiwanis International the names of the officers elected to serve in the ensuing year.

REPORT OF BOARD COMMITTEE ON LEADERSHIP AND COUNCIL
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 26-30, 1980

Date of Committee Meeting: January 27, 1980

Place of Committee Meeting: General Office

Present: Members: Raymond W. Lansford; Henry L. "Les" Myers, Jr.;
C.E. "Pete" Thurston, Jr.
Chairman: Egon Kuzmany
Staff: Percy H. Shue

Regional Workshops for Lieutenant Governors and Club Presidents

Of the ten Regional Workshops for Lieutenant Governors and Club Presidents scheduled for the 1979-80 administrative year, five have been completed. Attendance at these five was as follows: Toronto - 56; Albany - 92; Richmond - 68; Jacksonville - 50; and Columbus, Ohio - 130.

The Committee believes that the experience to date warrants the continuance in 1980-81 of the same basic plan with certain adjustments.

Recommendation #1:

The Committee recommends that there be ten Regional Workshops for Lieutenant Governors and Club Presidents in 1980-81; that the final confirmed schedule showing dates and facilities be distributed to governors-elect at the International Convention in Anaheim; that two workshops be scheduled for each of the following Saturdays: October 18 and 25, and November 1, 8, and 15; that invitations to participate be extended to lieutenant governors, presidents, and presidents-elect; that invitations to observe be extended to selected district chairmen and to International officers and appointees from the area being served; that, in its contacts with invitees, the General Office include an agenda; and that governors-elect and lieutenant governors-designate be strongly encouraged to promote the attendance of club presidents and presidents-elect during their contacts with them at leadership education conferences this summer.

I move that recommendation 1 be adopted.

(adopted)

The Committee asks the staff to proceed as necessary in the identification of the ten cities and the determination of a preliminary schedule so that a listing of cities matched to dates can be distributed to governors-elect no later than the Saturday morning breakfast at the Conference for Governors-elect, March 29.

The Committee has no recommendations for adjustments in the present workshop agenda and believes that the primary target group for the workshops are those presidents

and lieutenant governors whose performance will be below standard if they do not receive this kind of assistance.

Conferences for Governors-elect

The March Conference for Governors-elect will be held at the Sheraton Plaza Hotel, March 26-29. Invitees will include the forty-three governors-elect, the President-elect of Kiwanis International-Europe, and the Kiwanis International Treasurer. Council presidents will also be invited to participate on the same basis as last year. The faculty will include the President-elect, the Board Committee on Leadership and Council, and staff.

Participants from Extension districts will arrive on Tuesday, March 25. On Wednesday morning, they (and any wives who have come with them) will be conducted on a tour of Chicago. The same group will lunch together. In the afternoon, conferences will be conducted for them by the President-elect and the Assistant Secretary for Growth.

The Conference for Governors-elect will open with the President-elect's reception of participants at 5:30 on Wednesday evening and will adjourn shortly after noon on Saturday. (A condensed agenda appears as Exhibit A attached to this report.)

The Committee requests that staff provide each member of the Committee by mail a copy of the governors-elect photo brochure just as soon as first copies are available.

Plans are under way for us to provide at least a modified form of simultaneous translation during this conference for those requiring translation.

President-elect Merald informed the Committee that, although the agenda has not yet been finally developed, he plans to have a 10:00 a.m. to noon conference with governors-elect and a 2:00 p.m. to 4:00 p.m. conference with International committee chairmen-designate at Anaheim on Saturday, June 21.

Kiwanis International Council Meetings

It is the strong consensus of the Committee that the plan of the 1979 fall Council meeting was excellent and should be basically followed for the October 1980 meeting. The agenda will be established at the May and June meetings of the Committee.

As a guide to the Committee on Finance in establishing the budget for the 1980 fall meeting of the Council, the Committee makes the following recommendation.

Recommendation #2:

The Committee recommends that, in addition to the members of the Council, the following also be invited to attend: President of Kiwanis International-Europe, International Committee Chairmen, district secretaries, the Kiwanis International Foundation Board, the Presidents of Key Club and Circle K International, resident staff, the Secretary Emeritus, the Associate Secretary Emeritus, the New Orleans and Minneapolis host convention chairmen, and the wives of those named, and that expense reimbursements for the respective groups be on the same basis as in recent years.

I move that recommendation 2 be adopted.

(adopted)

With reference to the meeting of the Council in Anaheim, June 22, 1980, there is currently no provision in the budget for the reimbursement of expenses for current International Committee Chairmen who attend. In view not only of the fact that it is desirable for chairmen to be guests of Convention Council meetings as in past years but also that they serve a valuable function in coordinating the Club Clinic operation and participating on panel forums critical to their respective responsibilities, the Committee favors a budget adjustment which will enable them to receive reimbursement.

Recommendation #3:

The Committee recommends that, subject to the availability of funds, the 1979-80 International Committee Chairmen be reimbursed for the cost of attending the Council meeting and the Convention at Anaheim.

I move that recommendation 3 be adopted and referred to the Committee on Finance.

(adopted)

Forums and Conferences at Anaheim

In addition to the previously mentioned Saturday conferences for governors-elect and chairmen-designate at Anaheim, all Monday, Tuesday, and Wednesday afternoon conferences at Anaheim are supportive of our leadership education objectives, especially the Monday afternoon forums for presidents-designate, the Tuesday afternoon forum for club secretaries, and the Wednesday afternoon conference for lieutenant governors-designate. The Committee anticipates that the forum and conference schedule (developed by the Committee on Convention) at Anaheim will be basically the same as last year.

1980-81 Materials

The staff has indicated to the Committee that, with reference to manuals and other materials annually provided to governors-elect and district secretaries, they can make no good case for the expenditure of approximately \$500 annually for personalized simulated-leather covers for Manuals for District Governors and approximately \$400 annually for simulated-leather covers for Manuals for District Secretaries. These are purchased in quantities to last four years, and the total required for the next four-year supply would be \$3,400, which is not budgeted.

To discontinue this particular practice would in no way handicap either governors-elect or secretaries. They would receive the same materials, but they would receive them in the Governor-elect's Workbook developed for the March Conference and in the Manual for District Officers, available in May. Governors-elect workbooks now have attractive customized covers; the cost of providing customized plastic 3-ring covers for district secretaries' 1980-81 materials distributed to them at the Conference for District Secretaries (or by mail) would not be in excess of \$200.

Recommendation #4:

The Committee recommends that the practice of distributing simulated-leather covered manuals for district governors and secretaries be discontinued, effective immediately.

I move that recommendation 4 be adopted.

(adopted)

The Committee evaluated an agenda for the training of club officers submitted by Past Governor Wil Blechman of the Florida District, who indicated to the Committee that it has been used with great success in the Florida District. The Committee agreed that it has merit and has requested the staff to make copies of it available to district officers at the same time that our Lesson Plan #3 (the agenda for the Lieutenant Governor-designate's Conference for Club Officers-designate) is distributed so that lieutenant governors-designate may use it as an alternate to LP#3 or else incorporate some elements of the Florida plan into their conferences.

Budget Review

In addition to the budget adjustment implicit in the Committee's recommendation #3 (covering expenses of International committee chairmen attending the Anaheim Convention), the Committee recommends adjustments in the Department 13 (Board Leadership and Council) budget for 1979-80 in order to reflect actual Council expenses.

This recommendation is prompted principally by two factors: (1) the budget adopted in May was never adjusted to provide for the additional on-site expenses resulting from the addition of International committee chairmen and their wives as Council invitees, and (2) it does not reflect the decision made by the Board last May to apply the amount of \$8,500 (budgeted for the expenses of International committee chairmen attending the Anaheim Council meeting) to the expenses of International committee chairmen attending the fall 1979 meeting of the Council.

Recommendation #5:

The Committee recommends that the 1979-80 budget of Department 13 (Board Leadership and Council), Account Classification 120 (Council), be adjusted to reflect actual expenses incurred.

I move that recommendation 5 be adopted and referred to the Committee on Finance.

(adopted)

Leadership Development

The Committee gave careful review to each of the 16 recommendations for improved leadership development which emanated from the March 1979 Planning Conference.

The sixteen recommendations were classified into four categories: (1) those already being implemented, (2) those for which implementation is currently planned, (3) those which the Committee supports in principle but believes cannot be immediately implementable, and (4) those to which the Committee would not give encouragement at present. The latter classification included only three: a change in committee structure to require the appointment of district chairmen and club chairmen for leadership development, the training of such chairmen at the International convention, and the employment of an additional staff person to direct a leadership development program from the General Office.

The Chairman will provide Mark Arthur, Chairman of the Special International Committee on Leadership Development, with the Committee's evaluation of the sixteen separate recommendations.

Respectfully submitted,

RAYMOND W. LANSFORD
HENRY L. "LES" MYERS, JR.
C. E. "PETE" THURSTON, JR.
EGON KUZMANY, Chairman

(condensed agenda)

CONFERENCE FOR GOVERNORS-ELECT
March 26-29, 1980

Wednesday, March 26

5:30 p.m. Reception and Social Hour, Hotel Sheraton Plaza
7:00 p.m. Dinner, Hotel Sheraton Plaza
Introductions
Message of the President-elect

Thursday, March 27

7:30 Breakfast
8:30 OPENING CONFERENCE SESSION
The Conference Plan and Objective
What's in Your Workbook
What Is a Governor?
The Governor as Administrator
The Governor as Motivator
The Governor as Communicator
The Governor as an Officer of Kiwanis International

WORKSHOP: The Governor and His Team

His Lieutenant Governors
His District Secretary
His District Committees
His District Board
His District Counselor
The General Office (including Staff Introductions)

12:00 Small-Group Luncheons and Discussions (various restaurants)
1:00 Visit to the General Office

2:00 SECOND CONFERENCE SESSION

Leadership Education Materials and Their Distribution
Reports as Resources for the Governor
Conventions
Conference Planning
Kiwanis Education
The Kiwanis Magazine

6:45 Dinner
President-elect's Time (following dinner)

(see reverse side)

Friday, March 28

7:30 Breakfast
8:30 THIRD CONFERENCE SESSION
Kiwanis International: An Overview
WORKSHOP: The Governor and Leadership Education
The 1980-81 Major Emphasis Program

12:00 Small-Group Luncheons and Discussions (various restaurants)

2:30 FOURTH CONFERENCE SESSION
Membership Growth
New Club Building
WORKSHOP: Growth
Awards and Incentive Programs

Evening (Nothing scheduled; staff will assist participants in making reservations for small dinner parties at various restaurants in Chicago)

Saturday, March 29

7:30 Breakfast
8:30 FINAL CONFERENCE SESSION
District Finances

9:00 (Participants from Extension area will meet separately to consider an agenda developed especially for them. The following will be the agenda for Canadian and United States participants.)
Circle K Clubs
Key Clubs
WORKSHOP: Circle K and Key Clubs

12:00 Closing Luncheon, Hotel Sheraton Plaza

1:00 Approximate conference adjournment time

Note regarding participants from extension areas only:

Tuesday arrival

Wednesday: Sightseeing Tour of Chicago in the morning
Lunch at noon

Conference in the afternoon

Saturday: Afternoon available for further consultation with extension participants able to remain

REPORT OF BOARD COMMITTEE ON MEMBERSHIP GROWTH
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 26-30, 1980

Date of Committee Meeting: January 27, 1980
Place of Committee Meeting: General Office
Present: Members - Albert L. Cox, Hilmar L. "Bill" Solberg
Chairman - Warren H. Edwards
Staff - Alonzo J. Bryan

Certified Membership 9/30/79

The certified membership figures as of September 30, 1979 were reviewed reflecting a net gain in membership for the 1978-79 administrative year of 3,657 members. Exhibit A.

Attached as Exhibit B is a breakdown on the membership statistics showing receipt of payment of dues from 5,371 clubs with a membership of 228,286. One thousand five hundred and eighty four clubs with a membership of 48,709 had not paid as of December 1, 1979.

Reconciliation of International and District membership figures

A lengthy discussion ensued on how to bring about a standardization of record keeping so that the membership figures released by Kiwanis International and those released by a district are alike or easily reconcilable.

A new procedure of joint billings by Kiwanis International on behalf of a district will be implemented as of the April 1, 1980 semi-annual billing from this office. A pilot project was instituted last October 1 on behalf of the Capital District and met with good results. The Committee feels that this joint billing should be given a testing in all districts and the results evaluated after the usual sixty day grace period.

Recommendation #1:

The Committee recommends that the new procedure of joint billing by Kiwanis International on behalf of a district and starting as of the April 1, 1980 semi-annual billing, be given a trial and the results evaluated following the 60 day grace period.

I move that recommendation 1 be adopted.

(adopted)

Method of determining membership criteria for Distinguished Governor Awards

The manner of computing membership figures for awarding Distinguished Governor recognition was reviewed and discussed to great length. The controversy that has existed each year following the release of the certified membership figures is well known to each of us. Much of the concern rests in the delay in reporting "not meeting" clubs until well into the administrative year of the following administration. As a result the membership of these "not meeting" clubs are deducted from the current year's

membership figures rather than the membership figures of the preceding year. This causes the current district governor to have to overcome this loss in addition to his requirement for new member additions.

The Committee suggests that in all instances where letters of concern have been received relating to differences between International and district membership figures, reporting of not meeting clubs, and any and all other matters, that the person to whom the letter is addressed prepare an appropriate reply and provide the Counselor assigned to the district with a copy of each for his reference and possible follow up.

During this discussion a review was made of the actual paid membership and its relationship to what is released as certified membership. Attached as Exhibit C-1 is a recap of paid membership for the administrative year 1974-75 through the first half of 1979-80. The Committee is greatly concerned to note the number of unpaid members at the end of the close-off period for each administrative year.

The Committee reviewed the unpaid membership figures for the second-half billing periods of the administrative years from 1974-75 through 1978-79:

<u>Year</u>	<u>Certified Membership</u>	<u>Paid Membership</u>	<u>Life Member Status</u>	<u>Difference</u>
2nd half 1974-75	267,431	235,726	-	31,711
2nd half 1975-76	268,558	235,538	-	33,020
2nd half 1976-77	272,049	239,403	558	32,088
2nd half 1977-78	277,443	244,277	1,105	32,061
2nd half 1978-79	281,665	240,070	1,566	40,029

The difference between the paid membership and the certified figure has increased by 8,318 members. The figures for the first half of 1979-80 reflect an even greater concern:

1st half 1979-80	281,212	228,286	1,804	51,122
------------------	---------	---------	-------	--------

The Committee is of the opinion that the apparent slow-down in clubs paying their indebtedness to Kiwanis International must be corrected.

Attached as Exhibit C-2 is a breakdown by district of paid membership for the 1st half of 1978-79, 2nd half of 1978-79, and the 1st half of 1979-80.

The Committee is also aware of new Kiwanis clubs built at the close of an administrative year that never fully develop into established clubs.

The Committee met with the Staff liaison from the Committee on Club Services and reviewed with him the discussion held by that Committee. This Committee agrees with the new criteria recommended by that Committee and therefore makes no further recommendation.

Membership statistics 1979-80

The membership statistics as released for the period ending December 26, 1979 were reviewed and errors noted. Corrections will be made when the January reports are released.

Membership Roundup Program 1979-80

The Committee was advised that the Membership Roundup Program as previously approved by the Board was mailed to all clubs in the January General mailing. Requests for supporting material and additional assistance are being received in the General Office.

Manual on Kiwanis Growth and Education

Previous Board action directed that the current manual on Membership Growth and Education be revised and separated into a Manual for Kiwanis Education and a Manual on Membership Growth. The Manual for Kiwanis Education is under production and should be available for distribution in early March. The Manual on Membership Growth is currently being revised and is anticipated to be ready for distribution in early April.

When the budget for these two manuals was set up it was only anticipated that production was needed for the current year. It has now been determined that a double printing is necessary so that one copy will go to the current club leadership and the other to be included in the President's Leadership Training packet. It is necessary that an adjustment be made in the budget items for printing of these two manuals.

The cost estimate to produce 20,000 copies of a 24-page manual in black ink, 8½ x 11" format, plus a 4-page cover in two colors on heavier paper is quoted as \$9,000. The budget allocation for printing a one year's supply was \$6,500. An additional allocation of \$2,500 is required to produce the Manual on Kiwanis Education.

In like manner a sum of \$5,000 was included in the budget for the Manual on Membership Growth. As copy has not been prepared for this manual the exact number of pages has not been determined. However, it is anticipated that the manual will be similar in size to that on Kiwanis Education. Based on 20,000 copies and the quoted price of \$9,000 an additional allocation of \$4,000 is required to produce the Manual on Membership Growth.

Recommendation #2:

The Committee recommends that the budget allocation for producing the Manual on Kiwanis Education be increased in the amount of \$2,500 and that the budget allocation for producing the Manual on Membership Growth be increased in the amount of \$4,000. The Committee further recommends that this be referred to the Committee on Finance for implementation.

I move that recommendation 2 be adopted.

(adopted)

Retention of Members

The retention of members in established clubs is a continuing concern to us all. The Committee feels that this concern should be considered by the Board Committee on Kiwanis Education. The Committee on Membership Growth recognizes the importance of retention to the growth of the organization, and will continue to study steps that might be taken to strengthen the established clubs, giving input whenever possible. Emphasis will be placed on the strengthening of established clubs as we move into the 1980-81 administrative year. The International Committees on Membership Growth and Education have been advised of our desire to place emphasis on retention as they plan their programs for the year ahead.

Life Member Status

The Committee reviewed the criteria for obtaining Life Member Status in an endeavor to add "prestige and honor" to the recognition. After lengthy discussion the Committee submits the following:

1. Proposed recipient should qualify for special Kiwanis recognition.
2. A minimum length of membership in Kiwanis of three years be required.
3. Life Member Status shall be subject to the approval of the club board of directors and the application shall be signed by the president or secretary of the club.
4. District recognitions shall be approved by the District Board and the application signed by the Governor or District Secretary.
5. Individual requests, such as from wives of members, shall be cleared through the local club board of directors.
6. It is recognized that there may be exceptional situations, such as "death-bed" presentations. In these instances recognition shall be granted at the discretion of the International Secretary.
7. This criteria shall become effective as of April 1, 1980.

The Committee was advised that the special Golden Luncheon Badges for recipients of Life Member Status have been provided to all Kiwanians who have received Life Member Status since October 1, 1979. Recipients of Life Member Status prior to October 1, 1979 may request individually or through their club secretary for a special Golden Luncheon Badge and the cost is \$2.00.

Recommendation #3:

The Committee recommends that the aforementioned new criteria to obtain Life Member Status be approved effective April 1, 1980.

I move that recommendation 3 be adopted.

(adopted)

Save Your Club Member For Kiwanis forms

The procedure followed in forwarding Save Your Club Member For Kiwanis forms by club secretaries was reviewed and the Committee concurs with the previous action of this Board that one of the forms be directed to the attention of the District Secretary.

Adding "Proposal For Membership" cards to the Kiwanis and You Kits

The Committee reviewed a request that the "Proposal For Membership" card be included in the Kiwanis and You Kit. The request explained that one of the best salesmen for Kiwanis should be the new member. By including this card in the New Member Kit he can be advised of his responsibility to bring a new member into his club.

Recommendation #4:

The Committee recommends that the "Proposal For Member" card be included in the Kiwanis and You Kit.

I move that recommendation 4 be adopted.

(adopted)

Promotion of Ruby K Awards Program

The Committee reviewed the current Ruby K Program and other awards relating to the promotion of membership growth throughout Kiwanis International. From reports received the award programs are being well accepted and is resulting in increased individual sponsorship of new members.

You are familiar with the display board provided us containing samples of the several awards available. The Committee has been advised that these displays were made available to governors, district secretaries, members of the Board, Field Service Representatives and participants at workshops. Over 100 of these display boards were prepared during the past year.

The cost of the awards affixed to the display board at current prices is approximately \$20.00. This results in a cost to Kiwanis of over \$2,000 without consideration of the great amount of time required to prepare the background and insert the awards. Each one needs to be prepared individually.

A suggestion has been received that the program would be strengthened if each lieutenant governor was provided with a display of these awards.

It has been determined that a full color reproduction of these awards on heavy stock could be created at a cost of approximately \$1,350 for 1,000 displays. This would be a considerable saving over the present cost of preparing the displays and at the same time provide a quantity sufficient to provide all lieutenant governors. Should a similar display be desired for the 1980-81 administrative year, the cost would be considerably less as the original plate will have been prepared.

Recommendation #5:

The Committee recommends that a full color reproduction of the display board of Ruby K and other awards be prepared at a cost of approximately \$1,350. The Committee further recommends that the Committee on Finance give consideration to including this additional allocation in the budget for membership growth.

I move that recommendation 5 be adopted.

(adopted)

Respectfully submitted,

ALBERT L. COX

HILMAR L. "BILL" SOLBERG

WARREN H. EDWARDS, Chairman

REVISED 1/8/80

A.P.S. MEMBERSHIP SUMMARY OF KIWANIS INTERNATIONALFROM 10/1/78 TO 9/30/79BASED ON CERTIFIED MEMBERSHIP FIGURES

<u>DISTRICT</u>	<u>MEMBERSHIP</u> <u>10/1/78</u>	<u>MEMBERSHIP</u> <u>9/30/79</u>	<u>NET GAIN</u> <u>(LOSS)</u>	<u>% OF GAIN</u> <u>(LOSS)</u>
ALABAMA	5,190	5,423	233	4.49%
ANDEAN	821	956	135	16.44
AUSTRALIA	813	851	38	4.67
CALIF.-NEVADA-HAWAII	23,183	23,237	54	.23
CAPITAL	8,959	8,952	(7)	(.08)
CAROLINAS	9,763	10,030	267	2.74
EASTERN CANADA/ CARIBBEAN	9,667	10,052	385	3.98
FLORIDA	14,543	14,723	180	1.24
GEORGIA	7,625	7,751	126	1.65
ILLINOIS-E. IOWA	11,582	11,714	132	1.14
INDIANA	9,182	9,190	8	.09
JAPAN	879	947	68	7.74
KANSAS	4,458	4,462	32	.72
KENTUCKY-TENNESSEE	8,425	8,354	(71)	(.84)
LOUISIANA-MISSISSIPPI WEST TENNESSEE	6,665	7,035	370	5.55
MICHIGAN	8,589	8,569	(20)	(.23)
MINNESOTA-DAKOTAS	7,536	7,524	(12)	(.16)
MISSOURI-ARKANSAS	8,793	8,713	(80)	(.91)
MONTANA	2,205	2,247	42	1.91
NEBRASKA-IOWA	8,026	8,115	89	1.11
NEW ENGLAND	10,555	10,280	(275)	(2.61)
NEW JERSEY	6,090	5,815	(275)	(4.52)
NEW YORK	13,204	13,244	40	.30
NEW ZEALAND	1,596	1,805	209	13.10
OHIO	16,184	16,184	0	.00
PACIFIC NORTHWEST	15,234	15,210	(24)	(.16)
PENNSYLVANIA	9,855	9,702	(153)	(1.55)
PHILIPPINE LUZON	1,826	1,880	54	2.96
PHILIPPINE SOUTH	2,048	1,803	(245)	(11.96)
REPUBLIC OF CHINA	556	1,011	455	81.83
ROCKY MOUNTAIN	4,737	4,756	19	.4

(OVER)

<u>DISTRICT</u>	<u>MEMBERSHIP</u> <u>10/1/78</u>	<u>MEMBERSHIP</u> <u>9/30/79</u>	<u>NET GAIN</u> <u>(LOSS)</u>	<u>% OF GAIN</u> <u>(LOSS)</u>
SOUTHWEST	5,179	5,113	(66)	(1.27)
TEXAS-OKLAHOMA	17,113	17,270	157	.92
UTAH-IDAHO	3,281	3,296	15	.46
WESTERN CANADA	2,315	2,413	98	4.23
WEST VIRGINIA	2,329	2,435	106	4.55
WISCONSIN-UPPER MICHIGAN	8,654	8,649	(5)	(.06)
EXTENSION	1,429	1,501	72	5.04
KIWANIS INTERNATIONAL- EUROPE	10,273	11,807	1,534	14.93
TOTALS:	289,362	293,019	3,657	1.26%

INTER-DEPARTMENT MEMO

Exhibit B

Kiwanis InternationalDepartment ControllerDate January 10, 1980Attention Bob KavanaghSubject Revised certified membership figure.

Bob:

The following revised membership statistics reflect the additional 29 not meeting clubs and 2 new clubs left off of the final certified figure listing for the first half 1979-80 administrative year.

The new totals reflect an additional loss of 430 for the period covered. The break down is as follows:

	<u>Clubs</u>	<u>Members</u>
Paid	5,371	228,286
Not Paid	1,584	48,709
New Clubs	92	2,123
Not Meeting Clubs	58	1,058
Life Members (Not Billed)	-----	2,096
Totals	7,105	282,272
Less Membership in Not Meeting Clubs		(1,060)
Total Membership (Excluding Europe)		281,212

BILLING STATISTICS

	<u>Clubs</u>	<u>Members</u>
Billed	7,013	285,190
Life Members (Not Billed)		2,096
Membership as of September 1, 1979		<u>287,286</u>
Members reconciled		<u>281,212</u>
Membership Gain (Loss)		(6,074)

Please be advised, if you have any questions concerning these membership figures and listing, see the undersigned.

Cordially,

Anthony P. Invergo
Manager of Circulation

CC: William Jepson
Alonzo Bryan ✓
James Kinkade
Bob Detloff

RECAP OF PAID MEMBERSHIP FOR 1974-75 THROUGH FIRST HALF OF 1979-80

<u>ADMINISTRATIVE YEAR</u>	<u>PAID MEMBERSHIP AS OF</u>	<u>PAID MEMBERS</u>	<u>LIFE MEMBERS</u>	<u>CERTIFIED MEMBERSHIP</u>
1st Half 1974-75	12-1-74	232,986	0	263,977
2nd Half 1974-75	6-1-75	235,726	0	267,437
1st Half 1975-76	12-1-75	221,063	0	264,508
2nd Half 1975-76	6-1-76	235,538	0	268,558
1st Half 1976-77	12-1-76	224,434	0	270,545
2nd Half 1976-77	6-1-77	239,403	558	272,049
1st Half 1977-78	12-1-77	227,157	760	273,098
2nd Half 1977-78	6-1-78	244,277	1,105	277,443
1st Half 1978-79	12-1-78	232,103	1,301	279,089
2nd Half 1978-79	6-1-79	240,070	1,566	281,665
1st Half 1979-80	12-1-79	228,286	1,804	281,212

The paid membership information represents the number of paid members as of the dates indicated. Clubs paying after the above dates are not reflected in the certified membership report issued in June and December.

The certified membership figures represent the number of paid members as of the listed date, the number of members billed of clubs that did not pay, and the number of members of new clubs, and not meeting clubs that were processed during the months of March and September.

Attached are computerized paid membership figures by district for all of 1978-79 and first half of 1979-80. Paid membership prior to 1978-79 no longer available.

James W. Kinkade
Director of Data Processing

JWK:ch

Attachment

PAID MEMBERSHIP FOR

1/22/80

	1ST HALF 1978-79 AS OF 12/1/78	2ND HALF 1978-79 AS OF 6/1/79	1ST HALF 1979-80 AS OF 12/1/79
ALABAMA	4,857	4,497	4,895
ANDEAN	60	54	65
AUSTRALIA	435	493	260
CALIFORNIA-NEVADA-HAWAII	20,049	20,276	19,531
CAPITAL	7,859	7,682	7,695
CAROLINAS	9,213	9,156	9,139
EASTERN CANADA AND THE CARIBBEAN	6,042	7,053	5,840
FLORIDA	12,751	12,869	12,755
GEORGIA	6,905	7,155	6,784
ILLINOIS-EASTERN IOWA	9,779	10,500	9,678
INDIANA	7,540	7,992	7,536
INTERNATIONAL EXTENSION	77	307	88
JAPAN	342	611	286
KANSAS	4,126	4,226	4,246
KENTUCKY-TENNESSEE	7,605	7,594	6,966
LOUISIANA-MISSISSIPPI-WEST TENNESSEE	5,364	5,446	5,394
MICHIGAN	7,487	7,707	7,622
MINNESOTA-DAKOTAS	6,851	7,277	6,843
MISSOURI-ARKANSAS	6,805	7,838	7,265
MONTANA	1,895	1,957	2,032
NEBRASKA-IOWA	7,669	7,819	7,507
NEW ENGLAND	8,122	8,738	8,077
NEW JERSEY	5,102	5,325	4,950
NEW YORK	11,218	11,486	10,003
NEW ZEALAND	853	980	1,224
OHIO	15,094	14,818	14,398
PACIFIC NORTHWEST	12,484	13,435	12,635
PENNSYLVANIA	8,577	8,855	8,012
PHILIPPINES SOUTH	0	0	31
REPUBLIC OF CHINA	40	27	0
ROCKY MOUNTAIN	3,905	3,962	3,946
SOUTHWEST	4,325	4,625	4,098
TEXAS-OKLAHOMA	14,477	14,257	14,055
UTAH-IDAHO	2,730	2,882	2,695
WEST VIRGINIA	1,919	2,128	2,228
WESTERN CANADA	1,373	1,827	1,354
WISCONSIN-UPPER MICHIGAN	8,173	8,206	8,193
GRAND TOTAL	232,103	240,070	228,286

COMPUTERIZED PAID MEMBERSHIP PRIOR TO 1978-79 NO LONGER AVAILABLE

SEE ATTACHED LIST OF PAID MEMBERSHIP 1974-75 THROUGH FIRST HALF 1979-80

REPORT OF BOARD COMMITTEE ON NEW CLUB BUILDING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 26 - 30, 1980

Date of Committee Meeting: January 27, 1980

Place of Committee Meeting: General Office

Present: Members - Allen M. Duffield

J. Stewart Wilson

Chairman - James B. Richard

Staff - Robert M. Detloff, Raymond G. Jeanes

REVOCATION OF CHARTERS

The committee first reviewed the procedures for revoking the charter of clubs as described in Article IV, Sections 3 and 4. The procedures require that two registered letters be sent to the last known president and secretary of the club, one 30 days before Board action and another 15 days after the Board vote to revoke the charter. Currently the cost of sending these letters to clubs in the U. S. is \$1.40 each, \$3.70 to those in Canada, and even more elsewhere. The cost of mailing the letters for the 69 clubs to be considered for revocation at this meeting is more than \$400 besides the cost of preparation and paper. Despite the fact that some 30% of these first letters are returned to the General Office because the addressee has moved or refuses to accept the letter, the second letter is still sent so as to meet the constitutional stipulation.

In light of the greatly increased expense and seeming redundancy of the current constitutional provision the committee makes the following recommendation:

Recommendation #1:

The Committee recommends that the Laws and Policies Committee review Article IV, Sections 3 and 4 of the Constitution and Board Policy A-9 to ascertain the feasibility of simplifying the process of informing a club of the revocation of its charter.

I move that recommendation 1 be adopted.

(adopted)

The committee considered the revocation of the charters of the following 69 clubs:

MALVERN, VICTORIA, AUSTRALIA
EL ESPINAL, COLOMBIA
FLANDES, COLOMBIA
GARZON, COLOMBIA
GUAMO, COLOMBIA
LA PLATA, COLOMBIA

NEIVA, ANDAQUIAS, COLOMBIA
VENADILLO, COLOMBIA
COLUMBIA, MARYLAND
MONTGOMERY MALL, MARYLAND
AMHERST COUNTY, VIRGINIA
GREAT BRIDGE, VIRGINIA

MECKLENBURG COUNTY, SOUTH HILL, VIRGINIA
NORFOLK-PRINCESS ANNE, VIRGINIA
FORSYTH COUNTY, NORTH CAROLINA
GUILFORD COLLEGE, NORTH CAROLINA
CLEMSON, SOUTH CAROLINA
CENTRAL BREVARD, FLORIDA
EAST BAY COUNTY, FLORIDA
GREENVILLE, FLORIDA
LATIN AMERICAN-TAMPA, FLORIDA
ORANGE CITY, FLORIDA
ST. CLOUD, FLORIDA
ST. PETERSBURG BEACH, FLORIDA
GRADY COUNTY, CAIRO, GEORGIA
RABUN COUNTY, CLAYTON, GEORGIA
SOUTH COBB COUNTY, GEORGIA
CENTER GROVE, INDIANA
LAUREL, INDIANA
NEWBURGH NORTHSIDE, INDIANA
OWENSVILLE, INDIANA
PLAINFIELD-PRESTWICK, INDIANA
SCOTTSDALE, SOUTH BEND, INDIANA
GREATER LEAVENWORTH, KANSAS
NORTON, KANSAS
OAKLEY, KANSAS
SMITH CENTER, KANSAS
CAMDENTON, MISSOURI
DEARBORN, MISSOURI
LICKING, MISSOURI
PALMYRA-EARLY BIRD, MISSOURI

PERRY, MISSOURI
RICHMOND HEIGHTS, MISSOURI
SPRINGDALE, GOLDEN K, ARKANSAS
DUNLAP, IOWA
KNOXVILLE, V. A. GOLDEN K, IOWA
MONDAMIN, IOWA
BARRINGTON, RHODE ISLAND
MARTHA'S VINEYARD, MASSACHUSETTS
NEEDHAM, MASSACHUSETTS
WAYLAND, MASSACHUSETTS
HASTINGS-ON-HUDSON, NEW YORK
PUTNAM COUNTY, NEW YORK
SMITHTOWN, NEW YORK
MAGNOLIA DISTRICT SEATTLE, WASHINGTON
NORTHWEST PORTLAND, OREGON
RALEIGH HILLS, PORTLAND, OREGON
TERRACE, BRITISH COLUMBIA
TOLEDO, OREGON
WILLAMETTE, PORTLAND, OREGON
CUMBERLAND VALLEY, PENNSYLVANIA
EPHRATA AREA, PENNSYLVANIA
FAIRMOUNT-PHILADELPHIA, PENNSYLVANIA
SOUTHWEST PHILADELPHIA, PENNSYLVANIA
BROOMFIELD, COLORADO
TOLLESON, ARIZONA
BLACKFOOT A. M. ERS, IDAHO
OWEN, WISCONSIN
VIROQUA, WISCONSIN

Since the districts have indicated in regard to all these clubs that they are not functioning as Kiwanis clubs and there is no immediate hope for reactivation, the committee recommends:

Recommendation #2:

The Committee recommends that the charters of the 69 clubs listed above be revoked.

I move that recommendation 2 be adopted.

(adopted)

NEW CLUB BUILDING STATISTICS 1978-79

The committee noted that the final new club total for Immediate-Past President Bill Solberg's year was 388, which makes it the third best year for new club building in Kiwanis history. In September, 1979, more clubs were built than in any other month in Kiwanis history. The committee would like to reaffirm its commendations to Immediate-Past President Bill Solberg and his leadership team for this fine growth record.

AWARD RECOGNITION - ANAHEIM CONVENTION

In 1979-80 four districts broke their all-time new club building records, Benelux-France-Monaco with 26 clubs, Illinois-Eastern Iowa with 20, Republic of China with 12,

and West Virginia with 9. The committee noted that it was in 1920 that the previous records for Illinois-Eastern Iowa and West Virginia were set, which shows that sixty years later new club building is just as viable.

For the past several years districts which broke their all-time new club records have received special recognition at the International Convention. The committee believes that this practice should be continued and therefore recommends:

Recommendation #3:

The Committee recommends that the immediate-past governors of the Benelux-France-Monaco, Illinois-Eastern Iowa, Republic of China, and West Virginia districts be given on stage at the International Convention in Anaheim special recognition for breaking their all-time new club building records.

I move that recommendation 3 be adopted.

(adopted)

NEW CLUB BUILDING STATISTICS 1979-80

The committee noted with satisfaction that the year's new club totals remain close to last year's despite the fact that there are five fieldmen on staff in comparison to nine last year. The committee was particularly pleased to read a letter from District Secretary Taiji Yoshimi of the Japan District which promised that three clubs will be built in that district this year. These would be the first clubs organized in that district since it was established three years ago. Note was made that this forecast for new club growth came only after Japan District counselor Allen Duffield's meeting with its board.

However, the committee is concerned that the Indiana, Pennsylvania, Montana, Nebraska-Iowa, New Zealand, Rocky Mountain, and Western Canada districts have not yet organized a new club this year. The committee urges the counselors of these districts to encourage the governors and new club building chairmen to promote new club growth.

NEW CLUB BUILDING PROMOTION 1979-80

The governors and new club building chairmen of 15 districts earned "Build a Kiwanis World" trophies for organizing two or more clubs in October and November, 1979. Ninety-six club presidents and 71 lieutenant governors earned these trophies for organizing at least one club during the same period.

Kiwanis leaders can now earn a "Building a Kiwanis World" trophy for the first club they organize between now and September 30, 1980.

International New Club Building Chairmen Wil Blechman and Harris Hunter deserve commendation for their enthusiastic promotional efforts.

The committee is also pleased with the monthly bulletin called "Rappin with the Reps," which is sent to all accredited representatives by the field service department. Its chatty, readable style and practical content will undoubtedly help in preparing the accredited representative for his new club building duties.

The committee was also interested to review a survey made of the field service repre-

sentatives concerning their realistic forecast of new club production in their districts. The forecast totalled 431 new clubs which would give us one of the best years for new club growth.

NEW CLUB BUILDING PROMOTION 1980-81

President-elect Merald Enstad has decided to base his new club promotion for next year on the theme of building a club every 18 hours throughout his year. This rate of production would result in the organization of some 487 clubs, which would then be Merald's goal. With this time theme in mind he has chosen as his new club building trophy one consisting of an hourglass mounted on a walnut base. 1980-81 International New Club Building Chairmen Gene Overholt and Robert Wales are planning an aggressive promotion campaign for new clubs including a special award for governors who organize a club before the end of International Council on October 5, 1980. This could be awarded on the last day of council.

REPORT ON FIELD SERVICE REPRESENTATIVES' SEMINAR

For the past several years the field service representatives have been brought to the General Office during the week before Christmas for a training and motivational seminar. It is the opinion of the committee that members of the Board would be interested in what was presented in this year's seminar which is reported to have been particularly successful. The program for the seminar is therefore attached as Exhibit A.

MEMBERSHIP APPLICATION FEES

Included in new club building instructional materials is a recommendation that prospective members of a new Kiwanis club be charged a \$10 application fee when they sign up as organizational members. The committee has noted that there is no mention of this in Kiwanis International policies. After discussion the committee decided that it would not recommend any action for change at this time.

CHARTER FEES

At the International Convention in Dallas in 1977 a proposed amendment to change the constitution so as to raise the organization fee for a new club from \$100 to \$150 was defeated by a vote of the delegate body. The committee considered it appropriate that it discuss this again, but decided that proposing such an increase at the 1980 convention would not be appropriate at this time.

REVIEW OF 1979-80 BUDGET

In reviewing the budget the committee noted that except for the items which will be mentioned subsequently that all accounts are within the budget.

The 06-175-08 account entitled "Activity Reports" is \$1,244 over budget. The commit-

tee feels that this overage is probably the result of a misentry and has requested the field service department to look into this. At its January 26, 1980 meeting the Finance Committee decided to recommend to the Board that the car mileage allowance be increased from 16¢ to 19¢. Since this increase will result in increased cost for the field service representatives, the committee makes the following recommendation:

Recommendation #4:

The Committee recommends that the 06-171 account be increased by \$8,000 to cover the estimated extra cost for mileage reimbursement necessitated by the increase in mileage allowance from 16¢ to 19¢ and refers this to the Finance Committee for their action.

I move that recommendation 4 be adopted.

(adopted)

Because of the new program of decreased field service, greater use of accredited representatives is being made. This is reflected in the 06-172 account of the budget which shows a deficit of \$623. To cover the cost of extra use of accredited representatives the committee makes the following recommendation:

Recommendation #5:

The Committee recommends that the 06-172 account be increased by \$3,000 to cover the added cost entailed in greater use of accredited representatives and refers this to the Finance Committee for this action.

I move that recommendation 5 be adopted.

(adopted)

The Alabama District has inquired concerning three of its clubs located in towns devastated by a hurricane last fall what type of arrangement could be made to excuse these clubs from their dues and other obligations while they are not in operation during the rebuilding of their communities. The committee felt that putting these formerly fine operating clubs on the Not-Meeting list would be inappropriate and to assist these clubs during this adversity makes the following recommendation:

Recommendation #6:

The Committee recommends that the Kiwanis Clubs of Dauphin Island, Bayou la Batre, and Grand Bay, Alabama be excused from paying Kiwanis International dues for the first half of the 1979-80 year.

I move that recommendation 6 be adopted.

(adopted)

A discussion then followed concerning the disposition of the club equipment items which the districts collect from charter revoked clubs. The committee suggests that staff send a recommendation to the district offices that these items when in usable condition be given to newly organized clubs.

Another item discussed was a motion passed by the E.C.&C. District that "Kiwanis International be requested to avoid any designation or implication that Golden K clubs have

any special status." The committee agrees that because of their seemingly special designation many Kiwanians think that these clubs have special privileges, despite the many disclaimers to the contrary contained in the new club building materials. The committee feels that this persistent problem will exist as long as Kiwanis International gives any special recognition to the name "Golden K" and therefore makes the following recommendation:

Recommendation #7:

The Committee recommends that the term "Golden K Club" be deleted from all subsequent literature and that any implication that clubs with this name have any special status be scrupulously avoided.

I move that recommendation 7 be adopted.

(adopted)

Members of the committee have noted that at times clubs are organized with only a very few members of the new club present at the organization meeting. The committee believes that this is not a good situation because the members of the club do not receive the training included in the organization meeting schedule and also because it deprives the Kiwanis International representative of the opportunity to verify that at least a majority of the petition signers are sincerely interested in being a member of the club. To correct this the committee makes the following recommendation:

Recommendation #8:

The Committee recommends that a policy be established that a majority of the members of a new club must be present at the organization meeting of that club before Kiwanis will recognize the club as organized.

I move that recommendation 8 be adopted.

(adopted)

Respectfully submitted,

ALLEN M. DUFFIELD
J. STEWART WILSON
JAMES B. RICHARD, Chairman

FIELD SERVICE REPRESENTATIVE SEMINAR

December 17-19, 1979

SCHEDULEMonday, December 17:

(Board Room, General Office)

- 2:00 p.m.: Opening session:
Introductory Remarks by Bob Detloff
- 3:30 p.m.: Presentation by Speegle Berry
Topic: "Making the 'Cold Turkey' call."
- 5:00 o.m.: Presentation by Lee Riggin:
Topic: "Organizing for maximum efficiency and
cost control."
- 7:00 p.m.: Recognition Dinner for Charlie Duffield
Guests: R.P. Merridew, Fay McDonald, Lonny Bryan.

Tuesday, December 18:

(Board Room)

- 8:30 a.m.: General Remarks: Robert Detloff
- 9:00 a.m.: New Developments in Membership Development: Lonny Bryan
- 10:00 a.m.: New Developments in Program Development: Percy Shue
- 10:30 a.m.: New developments in Magazine & Publications: Nick Geannopulos
- 11:00 a.m.: New developments in Public Relations: John McGehee
- 12:00 a.m.: Lunch
- 1:30 p.m.: New developments in Circle K and Key Club:
B. Turnmire, G. McCord
- 2:00 p.m.: New developments in Convention: Jim Lynn
- 2:15 p.m.: New developments in Foundation: Jerry Jindra
- 2:30 p.m.: Review of employee Benefits: Bill Jepson
- 3:30 p.m.: Management Presentation: R.P. Merridew, Bill Jepson, Bob Detloff
- 4:30 p.m.: Concluding Business: Robert Detloff
- 6:00 o.m.: Dinner- Opening presentation: Johnston & Associates
Interpersonal Dynamics
- 7:00-9:00 p.m.: Johnston & Associates

Wednesday, December 19:

(Board Room)

- 8:30 a.m. Interpersonal Dynamics-Johnston & Associates
to Lunch
- 5:30 p.m.
- 6:00 p.m.: Closing dinner
- 7:30 p.m.: Final Discussion: Detloff Suite

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

January 26 - 30, 1980

Date of Committee Meeting: January 28, 1980

Place of Committee Meeting: General Office

Present: Members: Frank J. Di Noto, E.B. "Mac" McKittrick, John T. Roberts
Chairman: C.E. "Pete" Thurston, Jr.
Staff: Gerald R. Jindra, A.G. Terry Shaffer

1980-81 Major Emphasis Program Materials Report

The Committee discussed possible titles for the 1980-81 Major Emphasis Program and recommends one which defines the subject matter of the program, communications disabilities in sight, hearing, and speech.

Recommendation #1:

The Committee recommends that the title of the 1980-81 Major Emphasis Program be "COMMUNICATIONS DISABILITIES."

I move that recommendation 1 be adopted.
(adopted)

The Committee also feels that the concept of "C.D.," with appropriate art work, should be developed to promote the program.

The Committee noted that the basic project guide has been drafted and considerable work has been done on other elements of the MEP kit, which will be an integral part of the 1980-81 Club President's Leadership Education package.

The Committee approved the basic 1980-81 Theme artwork, consisting of three intertwined hearts in colors of Norwegian blue and red, the Kiwanis logo, and the Theme, "TAKE TIME TO CARE." A xerox copy is attached as Exhibit A.

Progress of 1979-80 Major Emphasis Program

The Committee reviewed the current Major Emphasis Program promotional efforts including supporting articles and other features in issues of the KIWANIS magazine. The Committee especially noted that the General Office has received fewer than 50 requests for replacement MEP kits from clubs -- less than 1/3 of those received in previous years. The Committee attributes this savings to the mailing, for the first time, of the MEP kit with the 1979-80 Club

President's Leadership Education package.

The Committee hopes that the Board of Trustees and all district leaders will continue to promote the "RIGHTSTART -- HAND-IN-HAND WITH YOUTH" Major Emphasis Program, which has as its basis the individual involvement of Kiwanians with children.

New Support Material: "CHOICES ABOUT DRUGS AND DRINKING"

The Committee reviewed the "Choices About Drugs and Drinking" support material now available to clubs. This material deals with the use and abuse of hazardous substances and is intended for use in elementary school classrooms, grades 4-6. The Committee noted that 10,000 programs were printed and delivered in December, 1979.

An introductory promotional letter was sent to all club presidents, and an article with a photograph appeared in the February/March issue of the Bulletin for Kiwanis Officers. In addition, each district governor, and Youth Services and Major Emphasis chairman, were provided copies and promotional information. A more extensive description has been prepared for the April issue of the BKO and other promotions are planned. The Committee was pleased to learn that 400 copies of the program have already been sold.

The Committee suggests that each member of the Board take the materials to his own club to promote the program locally by distribution to the local grade schools.

Finally, the Committee examined the sales history of Kiwanis International's earlier program, "Let's Take Action Against Crime." It was noted that over 22,000 copies have been sold since January, 1978, with approximately 3,000 copies remaining in stock. After reviewing the success of this vanguard program, the Committee expressed its desire that the "Let's Take Action Against Crime" material receive continued promotion, especially at the Governors-elect Conference in March. Further, the Committee suggested that a future reprinting of the program may be required.

Builders Clubs

The Committee reviewed the current status of the Builders Club program. It was noted that nearly 350 Builders Clubs have been chartered to date, with over 20 organized during 1979-80. As a result of a recent poll of sponsoring Kiwanis clubs, staff reported that 22 additional Builders Clubs had become inactive, with the primary reason being poor guidance by the Kiwanis club or faculty advisor. Previous surveys have indicated that 18 clubs had become defunct while 16 others were dropped in 1977-78 for failure to remit the former annual sponsorship fee. The number of active charters is now estimated to be 294. The Committee feels that improved sponsorship instruction is needed to

increase the survival rate of Builders Clubs. A number of educational improvements have been initiated. In addition to printed material provided to prospective and current sponsors, the Builders Club audio-visual suggested by this Committee and funded by the Kiwanis International Foundation has been completed.

The Committee noted that the Builders Club visual, entitled "Builders Club - Building for a Better Tomorrow," is now available on a free-loan basis to both Kiwanis clubs and Builders Clubs. Announcements of the visual's availability have been made to district Builders Club chairmen, through the Foundation Newsletter, and publicity is planned for the next issue of the BKO. Funds remaining from the Foundation's grant will be utilized to develop a brochure for new and prospective Builders Club members.

The Committee then reviewed a recommendation of the Illinois-Eastern Iowa District Board and past governors' committee, which requested "...that the Builders Clubs be recognized as an officially sponsored organization like Key Clubs and Circle K clubs." The district explained their primary intention was that Builders Clubs receive increased status, without elevating it to a structured organization. The Committee believes that most of the objectives sought can already be implemented at the district level and that no additional International Sponsored Youth organizations should be established.

Finally, the Committee reviewed a proposal from Builders Club Coordinator Mort Freedman and the 1975-76 class of governors, suggesting that an annual Builders Club award program be initiated, sponsored by that class of governors. The recipient would be the individual who does the most to further the Builders Club program for the year. To be initiated during the 1980-81 year, the honoree would be selected by the Board Committee on Program Development.

The Committee expressed concern over the award criteria and selection process and that such a program may start a precedent among each class of governors to set up different awards. The Committee believes this award should not be established.

Long-Range Departmental Development

The Committee discussed with staff the departmental goals of enhancing current programs of service, generating new programs and materials, and better dissemination of information about local club projects. The Committee recognizes that to meet these goals, a full-time Manager of Project Services should be hired at the earliest possible date and urges that this matter be given top priority. An individual with writing skills should be sought.

California-Nevada-Hawaii District Support of Drug Abuse Program

Trustee Frank Di Noto explained to the Committee that the California-Nevada-Hawaii District is continuing its drug abuse program, but at this time there

is not sufficient feedback from local clubs to present a substantive report. Trustee Frank is hopeful that enough information will have been gathered by the next Board Meeting to compile a report.

Trading Card Program

The Committee studied a service project being undertaken by Kiwanis clubs in some areas in which professional sports teams exist. Based upon the "bubble gum trading card" concept, cards of professional sports team players are distributed to children by law enforcement officers. Each card contains the photo of a team player on one side, and the opposite side features a brief biography of the player and a "crime prevention tip" for the youngster. The program has been utilized in at least seven cities, and the General Office has sent a brief report of the program to 419 club presidents in areas with professional sports teams, urging them to consider adopting the project. Staff is currently completing a bulletin containing suggested steps for planning the project locally. The Committee views this as an excellent program. A copy of the letter to club presidents is attached as Exhibit B. A copy of the reprint of THE POLICE CHIEF which describes the program is attached as Exhibit C.

Review of 1979-80 Budget

The Committee reviewed a comparative statement of departmental expenses as released for December, 1979 and found it to be in order.

Hugh O'Brian Youth Foundation

The Committee reviewed current Kiwanis International participation in the Hugh O'Brian Youth Foundation Seminar and found the program to be excellent. Currently, the General Office sends a personal letter to each high school sophomore who attends the yearly Seminar. A personal letter is also mailed to the president of the Kiwanis club in that student's community (or area) asking him to recognize that student in some way. An offset letter is sent to all students who were semi-finalists but not ultimately selected to attend the National Seminar (approximately 2,000). All letters are signed by the President of Kiwanis International. In the Fall, each incoming Kiwanis president receives a letter asking him to contact the high school principal in his community and urge that individual to submit a nomination form. Similar information is placed in the BKO.

The Committee concluded that Kiwanis International, through its Program Development Department, should continue cooperation with the Hugh O'Brian Foundation in the ways described above.

Respectfully submitted,

FRANK J. DI NOTO
E. B. "MAC" McKITRICK
JOHN T. ROBERTS
C. E. "PETE" THURSTON, Chairman

EXHIBIT A



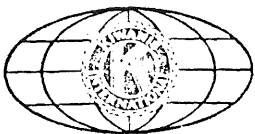


EXHIBIT B

KIWANIS INTERNATIONAL

KIWANIS INTERNATIONAL BUILDING, 101 EAST ERIE STREET, CHICAGO, ILLINOIS 60611
AREA CODE 312 / 943-2300

An exciting, new youth services project is spreading throughout Kiwanis International, and I want you - as the leader of a club with a nearby professional sports team - to be aware of it. Hopefully, after you read this letter and the important enclosures, you'll want your club to be involved.

We know that many youngsters enjoy trading cards of sports figures. Two years ago, the Kiwanis clubs in the Portland, Oregon area, in conjunction with the local police department, printed and distributed to children trading cards of the Portland Trailblazers basketball team. One side of the card contained a color photo of a team member, and the reverse side featured a crime prevention tip. At this time, more than a million of these cards have been distributed in that area.

The enclosed reprint from The Police Chief explains this tremendous Kiwanis service project success story in Portland. Please take a few minutes to read it.

This basic program has now spread to other cities such as Dallas, Vancouver, Chicago, Kansas City, and Seattle. Kiwanis clubs have become identified with this exciting program in those cities through underwriting the cost of printing the cards and coordinating their distribution with local law enforcement agencies and the public relations departments of the professional sports teams.

Your Kiwanis club is located in an area in which there is at least one major league sports team, so you have a fine chance to become involved.

For information on how your club can become involved, write to A. G. Terry Shaffer, Director of Program Development, at the General Office.

Here's a really great opportunity, and I hope you'll respond favorably.

Sincerely,

MARK A. SMITH, JR.
President

enclosure

THE Police Chief

THE PROFESSIONAL VOICE OF LAW ENFORCEMENT

MARCH 1979



"Reproduced from The Police Chief magazine, March 1979, issue with permission of the International Association of Chiefs of Police."

A Winning Combination

*Portland Police Bureau +
NBA Trail Blazers + Area
Kiwanis Clubs*

Officer John Bocciolatt passes out trading cards at Rose Festival Floral Parade.

The Portland Police Bureau's Crime Prevention Unit, in cooperation with the Portland Trail Blazers Basketball organization and area Kiwanis Clubs, implemented the highly successful Blazer Crime Prevention Trading Card Program. Based upon the current trend among children to buy, sell, and savor trading cards on various subjects, these cards are unique in a number of ways. First, they are not sponsored or endorsed by any commercial enterprise; second, they are free; third, these cards have an important educational value for young people; and fourth, they help bridge the gap between the young and the police.

Following a series of child molestations in a Portland neighborhood, Police Officer Larry Rosson and crime prevention representative, Dianne Julian, originated the idea while "brainstorming" about ways of educating children. They wondered whether crime prevention messages might be put on the back of the cards bearing pictures of the then NBA World Champion Trail Blazers; perhaps something similar to the bubble gum cards. The idea remained dormant for a time because of the unit's heavy workload. Finally, the author was assigned the task of making a "good idea" into a workable program.

Getting Started

Contact was made with Wally Scales, Director of Promotions for the Blazers. He agreed to assist provided that permission was granted from the parent organization, the National Basketball Association. The NBA granted permission with the stipulations that the cards be given away without charge; that samples would be forwarded to them for their reports; and that the cards would have no commercial endorsement or sponsorship.

Prior to this, we had considered approaching a local cookie company to sponsor the cards and, perhaps, even to distribute the cards with bags of cookies.

While we realized that the costs of a program of this magnitude would be beyond our available printing funds, we decided to proceed because the idea was too good to be discarded for lack of funds. We just hoped that some "angel" would appear with the necessary financial support.

The next step was to get full-color action photographs of each of the players. Arrangements were made for Police Officer John Hunsperger to take pictures at several of the home games. Officer Hunsperger found that it was extremely difficult to isolate one player while the game was being played. To gain access to a larger



number of pictures in a short time, Wally Scales suggested that we contact Sue Hamilton, a part-time photographer for one of the news services, to get the additional photographs. Ms. Hamilton obliged by giving us more than 1,000 full-color action slides. Together with Officer Hunsperger's efforts, we were in business.

In developing the crime prevention messages to be printed on the back, we wanted to effect changes in a child's attitude and behavior not only toward himself, but toward other children, adults, and police. We decided upon three themes: children as offenders, children as victims, and children as crime fighters.

Finding An Angel

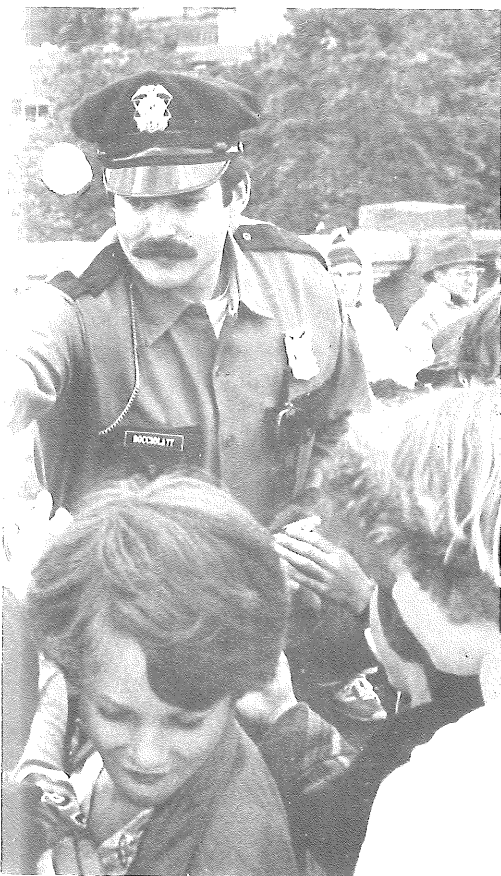
Unbeknownst to us, local Kiwanis Clubs in Portland had been looking for a program to sponsor involving their theme — Young People and Crime Prevention. Reverend Kenneth Bomberg, a Presbyterian minister and president of a local Kiwanis Club, contacted a crime prevention officer in one of our precincts to inquire if there were any programs involving young people and crime prevention. Our "angel" had been found.

Within a short period of time, Kiwanians from across the state were pledging their financial support to the program. Additional donations were obtained from businesses, churches, and concerned citizens who wanted to assist.

International Kiwanis President Maurice Gladman came to Portland in Feb-



WAYNETTE CHAN-MARTIN, Portland Police Bureau, 222 S.W. Pine, Portland, Oregon 97204, became a police officer in 1969 and has served in juvenile and uniform divisions, vice and narcotics, and planning and research. In 1974 she was appointed as administrative assistant to Chief B.R. Baker. Currently, she is assigned to the crime prevention unit and is responsible for coordinating special projects. Waynette has attended numerous law enforcement training schools, holds a degree from Pacific University, and has done post-graduate work at the University of Portland. She was recently named Oregon Citizen of the Year for her efforts in crime prevention.



week and setting up times when they will return to the area to distribute the next week's player.

The response from the children has been overwhelming, but acceptance from the officers is also very gratifying. Officers who in the past have felt that crime prevention did not belong with accepted police responsibilities are among the first to stock up on the cards prior to going on duty.

Comments from officers include:

"I feel like the Good Humor man."

"This is the most positive thing we've ever done."

"I had to go back to the precinct twice to stock up."

"I hope you're reordering."

"My gosh, don't run out."

The cards are also distributed through elementary schools where crime prevention representatives have given crime prevention talks. Students were given two cards of the same player and encouraged to read the reverse side before trading. The students themselves set up guidelines on the value of individual cards; for instance, Maurice Lucas traded for two players.

As news of the project spread quickly, we began to receive inquiries not only from other cities throughout Oregon, but from across the country and Canada.

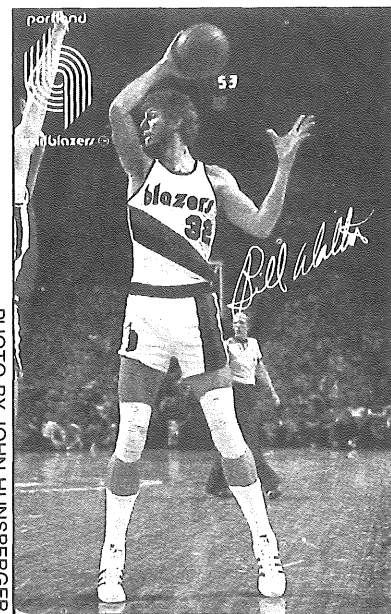
In handling the requests from outside the metropolitan area, we encouraged Kiwanis Clubs to work with their respective law enforcement agencies by making donations on their behalf. We advised the law enforcement agencies to utilize existing crime prevention programs such as "You and the Law" and "Officer Friendly" for distribution.

In a period of four months, Kiwanis Clubs from Oregon and Washington had contributed more than \$7,000. One club donated over \$2,000. All the participating agencies shared in the initial printing costs, which went down by one-third in our second printing, the savings of which were passed on.

Demand for the cards has been such that on April 26, 1978, we received the first shipment consisting of 364,000 cards, and on May 30 we had to place a second order for 448,000 cards to be delivered as soon as possible.

The program has been successful here in Portland because it capitalizes on the child's natural and healthy interest in professional sports; it stimulates crime prevention awareness; and it promotes a positive contact between the police and youngsters on the street.

Because of this success many other ideas have emerged. We have discussed the possibility of producing trading cards with other professional sports teams in our city. Work has already begun on cards featuring the Portland Timbers of the North American Soccer League. ★



#32 Bill Walton
Center

ruary 1978 on his tour of the northwest and held a press conference with Chief B. R. Baker to officially kick-off the endeavor.

Of vital importance to the program was the cooperation extended to the police by the Portland Trail Blazers. At each stage of program development, we were careful to review all plans with the Blazers and to give them final approval on the content and format of the cards.

Needless to say, without the active support of Chief Baker many doors would have remained closed to us. When something important came up, such as requesting permission from the NBA, the Chief used his office to expedite the process; and each donation received a personal letter from him thanking the person or organization for its contribution.

The product of all these contributions of time, skills, and resources is fourteen cards — eleven players, the head coach, the assistant coach and the trainer. On the front of each card is a full-color action photo of a Blazer along with his name, autograph, and other information.

Program Results

The results of this program are better than we had expected, primarily because the cards are distributed by uniformed officers on routine patrol. Officers are supplied with the trading cards and encouraged to pass them out at parks, playgrounds, and wherever children congregate. Some officers, on their own initiative, have been featuring one player each

Tips from the Blazers

Turnover:

When a team loses possession of the ball to their opponent.

No one likes having their things stolen. Use locks and keys.



Courtesy of your area Kiwanis Club and Police Dept.

Full-size sample of one of 14 Blazer trading cards produced by Portland Police Bureau in cooperation with NBA Portland Trail-Blazers and Kiwanis funding. Front side bears full-color player photo and other information. Reverse side carries crime prevention message specifically directed at youth.

Dallas Police Department

SPECIAL ORDER

To: All Members of the Department

NO. _____

Subject: "Cowboys, Cops and Kids" Program

Date of Issue:

This order consists of the following sections:

- I. Explanation
- II. Purpose
- III. Trading Cards
- IV. Guidelines
- V. Effective Date

I. Explanation

The "Cowboys, Cops and Kids" Program will be a combined effort of The Cowboys Weekly Magazine, Kiwanis International, and local participating law enforcement agencies. The program will involve only uniformed officers to area children and youth who approach a uniformed officer and ask for a card.

II. Purpose

The objective or purpose of this program is to reach the youthful citizens of Dallas during their formative years. Using an item such as a football trading card will create a legitimate reason for youthful citizens to have "positive" contact with a uniformed officer.

III. Trading Cards

- A. The trading card will be approximately 4" x 2-1/2' in size. One side of the card will be a high quality color picture of a Dallas Cowboy football player or coach. The other side will have an NFL football rule in italics and a crime prevention tip or a rule of safety which relates to the NFL Rule in bold block print.
- B. An adequate supply of cards will be available at each location where uniformed personnel are assigned. Distribution of the cards to the officers will be the responsibility of supervisors designated by the respective division commanders.
- C. The first group of cards will consist of thirteen team members and head coach Tom Landry.

IV. Guidelines

- A. Only uniformed officers will participate.
- B. Officers will hand out only one card per contact.
- C. Officers will carry an adequate supply of cards each tour of duty.
- D. Cards will not be available to the public in division stations or offices in "help yourself" or "take one" stacks, or by any other method other than previously specified.
- E. Cards will not be taken home.
- F. Do not make promises about future cards that cannot be kept.
- G. Safeguard the cards from theft, damage and soiling.

V. Effective Date

This order is effective _____ and will remain in effect until January 31, 1980.

GLEN D. KING
Chief of Police

CSB:mjm

REPORT OF BOARD COMMITTEE ON PROPERTY AND SUPPLIES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 26-30, 1980

Date of Committee Meeting: January 28, 1980

Place of Committee Meeting: General Office

Present: Members: Aubrey E. Irby, Drew M. Petersen, M.D.
Chairman: Albert L. Cox
Staff: William A. Brown, William H. Jepson, Frank S. Schwerthoffer

Supplies

The committee reviewed the financial statement for the supplies operation covering the first three months of the administrative year ending December 31, 1979, and the committee was quite distressed at their inability to reconcile the statement with the data provided to the committee.

After reviewing several aspects of the supplies operation, the committee directed Assistant Secretary for Operations, William H. Jepson, to immediately undertake, as his first priority, a study to analyze the physical flow of the various operations of the department, and at his earliest convenience, submit a report to each member of the committee.

In its report to the Board at the Council Board meeting, the Board Committee on Finance and Personnel referred to the Committee on Property and Supplies, the question of cash sales for supply orders. In the discussion that followed, the committee considered such factors as the inconvenience to clubs and districts and the loss of sales by not having the ability to order items by telephone which are urgently needed. It was a feeling of the committee that transactions by telephone could be handled by a bank transfer of funds to Kiwanis International's local bank. The committee referred to the report given at Council by the District Secretary of the Pacific Northwest District, Melvin B. Dennis, Sr., which was in favor of cash sales for supply orders which appeared to have support from a majority of District Secretaries.

Another factor considered by the committee was the reduction of costs that would occur by the elimination of sending invoices and monthly statements when on a cash basis for supply orders.

Recommendation #1:

The committee recommends that all supply orders from Kiwanis clubs and Kiwanis districts be on a cash basis beginning with the 1980-81 Administrative Year.

I move that recommendation 1 be adopted.

(adopted)

The committee reviewed the size of all Kiwanis lapel pins and after considerable discussion and input from various individuals, it was the consensus of the committee that all Kiwanis lapel pins that are now the small size should be discontinued when present supply is exhausted. The new size of the Kiwanis lapel pin should be .480" in diameter, the size of the current Distinguished Club President pin.

Recommendation #2:

The committee recommends that the size of the Kiwanis lapel pins for members, club officers and district officers be .480" in diameter and that this change in size be effected upon depletion of the current inventory.

I move that recommendation 2 be adopted.

(adopted)

The Staff showed to the committee the various clasps that are used on Kiwanis lapel pins and the new type of nail post with a burr that will prevent the lapel pin from turning. The committee feels that the current clasps being used with the new type of nail post will eliminate the problem of lapel pins not holding when placed on a garment.

Staff then presented to the committee the proposed promotion and advertising for the remainder of the 1979-80 Administrative Year. The committee was in agreement that plans presented should stimulate an increase in sales for the remainder of the year with proper follow-thru by Staff.

Staff was directed to continue its efforts in promoting the sales of those items that were mentioned in the Touche Ross report as being over-stocked with reference to the annual sale of the items, also to implement safeguards to prevent future over-stocking.

A number of new items were presented to the committee for their consideration. The committee approved a new member desk plaque for sale in the catalog. The committee reviewed the 1979-80 Budget for the Supplies Department and has directed Staff to furnish the committee with additional information with reference to income and expenditures.

Property

The committee reviewed the December, 1979, Operating Statement for the General Office Building and noted that the account is \$1,900.00 over budget. The committee directed Staff to watch these costs closely and to intensify efforts to reduce costs wherever possible.

It is the feeling of this committee that the possibility of moving the General Office to another location at some future date still exists. It is also true, however, that functional space in the General Office indicates that the Board should take the necessary action now to provide for immediate needs.

Donn Ayre presented a modified proposal which provides the same amount of

additional space as that envisioned in his original plan, but would cost approximately half the amount required by his first proposal. Reduction in cost has been achieved by eliminating carpeting, reducing changes in existing walls to an absolute minimum, and providing for painting by our own maintenance people wherever practical. Proposed color schemes, both in painted areas and in new partitions, should considerably improve and brighten the appearance of the entire building.

In order that you will have a clear picture of the improvements in use of space contained in this proposal, let me take a few minutes to illustrate.

We feel that Donn Ayre has done an adequate job in preparing this proposal, but this Committee recommends further study to ascertain and confirm advantages resulting from relocating or re-positioning existing partitions to achieve maximum space for the present and interim use of our General Office Building.

Recommendation #3:

The committee recommends that the proposal to remodel the General Office by donn and associates be accepted and that a maximum of \$94,613.00 be allocated for the project and consideration not to exceed \$5,000.00 to cover professional fees of the architect also be allocated.

I move that recommendation 3 be adopted.

(adopted)

The committee reviewed the 1979-80 Budget and has directed Staff to provide each member of the committee with additional information with reference to expenditures, reflecting \$43,938.00 over Budget for Office Management.

Respectfully submitted,

AUBREY E. IRBY

DREW M. PETERSEN, M.D.

ALBERT L. COX, Chairman

REPORT OF BOARD COMMITTEE ON STRUCTURE
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 26 - 30, 1980

Date of Committee Meetings: January 27 and 28, 1980

Place of Committee Meetings: General Office

Present: Members - E. B. "Mac" McKittrick, Henry L. "Les" Myers, Jr.
Chairman - Raymond W. Lansford
Staff Member - Fay H. McDonald

Restructure of the International Board

The committee has proceeded with the assignment to study and to report on a plan to restructure the Board of Trustees of Kiwanis International. The principles being proposed by the committee for the restructure of the Board of Trustees of Kiwanis International are based upon the discussion of the full Board held on January 26, 1980. The proposal provides that the start of the implementation of the restructure will begin at the 1983 International Convention and the period of transition will be completed and in operation at the 1986 International Convention. The application of these principles are found in Exhibit A. The proposed principles for the restructure are found in Exhibit B.

Recommendation #1:

The committee recommends the adoption of the principles for the restructure of the Board of Trustees of Kiwanis International as delineated in Exhibit B.

I move that recommendation 1 be adopted.

(adopted. Trustees DiNoto and Thurston voted "no.")

Recommendation #2:

The committee recommends that the principles of the proposed restructure of the Board of Trustees of Kiwanis International be disseminated through all official publication channels and other desirable ways which may be determined.

I move that recommendation 2 be adopted.

(adopted)

The proposal for the restructure of the Board of Trustees of Kiwanis International will require changes of such magnitude in the Constitution and Bylaws that the consultation of a constitutional lawyer may be secured to assist the

Board Committee on Laws and Policies and the staff. The chairman of the Board Committee on Laws and Policies concurs in this.

Review of Structure Budget

The committee reviewed the Structure budget and determined that insufficient funds were allocated for the meetings of the Board Committees on Structure, and Finance and Personnel held in November of 1979, the Kiwanis history, and the directory mailing.

Recommendation #3:

The committee requests a budgetary adjustment of \$16,000 to the Structure budget to provide for additional costs for the meetings of the Board Committees on Structure, and Finance and Personnel held in November of 1979, the Kiwanis history, the directory mailing, and promoting the restructure plan.

I move that recommendation 3 be adopted.

(adopted)

Non-districted Clubs in International Extension

Since there is value for all clubs to have district affiliation which provides for greater supervision and more direct administrative assistance, there would be value for clubs in non-districted areas to be attached to an existing district. Therefore, the committee makes the following recommendation.

Recommendation #4:

The committee recommends that Article VI, Section 4, of the Constitution of Kiwanis International be amended to make the present section to be sub-section "a" and create a new sub-section "b" which would read: "b. Each chartered club in a non-districted area of Kiwanis International, on or before October 1, 1983, shall be attached to an existing district for administrative purposes."

I move that recommendation 4 be adopted and referred to the Board Committee on Laws and Policies for implementation.

(tabled)

Respectfully submitted,

E. B. "MAC" McKITRICK

HENRY L. "LES" MYERS, JR.

RAYMOND W. LANSFORD, Chairman

RESTRUCTURE - BEGINNING IN 1983

	<u>1980</u> Enstad	<u>1981</u> McKittrick	<u>1982</u> Peterson or Roberts	<u>1983</u> Irby or Kuzmany or Thurston	<u>1984</u> Duffield or Edwards or Lansford	<u>1985</u> Cox or Richards or Wilson	<u>1986</u> DiNoto Myers or Williams
President							
Immediate Past President	Smith	Enstad	McKittrick	Peterson or Roberts	Irby or Kuzmany or Thurston	Duffield or Edwards or Lansford	Cox or Richards or Wilson
President Elect	McKittrick	Peterson or Roberts	Irby or Kuzmany or Thurston	Duffield or Edwards or Lansford	Cox or Richards or Wilson	DiNoto or Myers or Williams	A, B, C, D, E, F
Treasurer	Elect 1 Peterson Roberts	Elect 1 Irby Kuzmany Thurston	Elect 1 Duffield Edwards Lansford	Elect 1 Cox Richards Wilson	Elect 1 DiNoto Myers Williams	Elect 1 A B C	- - - -
Vice President	Elect 2 Irby Kuzmany Thurston	Elect 2 Duffield Edwards Lansford	Elect 2 Cox Richards Wilson	Elect 2 DiNoto Myers Williams	Elect 2 A B C	Elect 2 D E F	Elect 3 J, K, L, M, N
Trustee	Duffield 81 Edwards 81 Lansford 81	Cox 82 Richards 82 Wilson 82	DiNoto 83 Myers 83 Williams 83	A 84 B 84 C 84	D 85 E 85 F 85 O 85	J 86 K 86 L 86 M 86 N 86	G 87 H 87 I 87 P 87 Q 87
	DiNoto 81 Myers 81 Williams 81	A 82 B 82 C 82	D 83 E 83 F 83	G 84 H 84 I 84	J 86 K 86 L 86 M 86 N 86	G 87 H 87 I 87 P 87 Q 87	O 88 R 88 S 88 T 88 U 88
	Elect 6 for 2 years Cox 82 Richards 82 Wilson 82 A 82 B 82 C 82	Elect 6 for 2 years DiNoto 83 Myers 83 Williams 83 D 83 E 83 F 83	Elect 6 for 2 years A 84 B 84 C 84 G 84 H 84 I 84	Elect 5 for 3 years J 86 K 86 L 86 M 86 N 86	Elect 5 for 3 years G 87 H 87 I 87 P 87 Q 87	Elect 5 for 3 years O 88 R 88 S 88 T 88 U 88	Elect 5 for 3 years V 89 W 89 X 89 Y 89 Z 89
				Elect 4 for 2 years D 85 E 85 F 85 O 85	Elect 1 for 1 year R 85		
	(18 on Board)	(18 on Board)	(18 on Board)	(21 on Board)	(21 on Board)	(21 on Board)	(21 on Board)

Exhibit A

PROPOSED PRINCIPLES OF RESTRUCTURE
OF THE BOARD OF TRUSTEES OF KIWANIS INTERNATIONAL

Introduction: The structure of the Board of Trustees of Kiwanis International and the method of election shall remain as presently contained in the Constitution and Bylaws of Kiwanis International until the International Convention of 1983 when the election process for the restructure of the Board of Trustees of Kiwanis International will begin. The period of transition beginning on October 1, 1983 will be completed on October 1, 1986. The principles involved in this restructure of the Board of Trustees of Kiwanis International are as follows:

1. Effective October 1, 1983 until September 30, 1986, the officers of Kiwanis International shall be a president, a president-elect, the immediate past president, two (2) vice-presidents, a treasurer, a secretary, fifteen (15) trustees, and a district governor for each district.

Effective October 1, 1986, the officers of Kiwanis International shall be a president, a president-elect, the immediate past president, three (3) vice-presidents, a treasurer selected by the Board of Trustees, a secretary, fifteen (15) trustees, and a district governor for each district.

2. On and after October 1, 1986, the Board of Trustees shall appoint the secretary and the treasurer and such other administrative officers as it may deem necessary and shall fix their compensation.
3. For the administrative year beginning on October 1, 1983 and continuing through the administrative year ending September 30, 1986, the president, president-elect, two (2) vice-presidents, and treasurer shall be elected at the annual convention for a period of one (1) administrative year in the manner prescribed in the bylaws.

For the administrative year beginning on October 1, 1986, the president, president-elect, and three (3) vice-presidents shall be elected at the annual convention for a period of one (1) administrative year, in the manner prescribed in the bylaws.

4. A candidate for an office above the level of trustee shall have served as a trustee for at least two years and from and after October 1, 1985, a three-year term.
5. Effective October 1, 1983 (involving the election at the 1983 International Convention), the term of office of trustees elected at each annual convention shall be three (3) years except for those trustees elected to fill vacancies of unexpired terms, and except for the period of transition as outlined below. No trustee shall serve for more than one (1) 3-year term from and after October 1, 1983.

During the period of transition (1983 through 1986) those elected for the office of trustee shall be as follows:

- a. At the annual convention in 1983 - five (5) trustees shall be elected for a term of three (3) years and four (4) trustees shall be elected for a term of two (2) years. (Total of 21 members.)
- b. At the annual convention in 1984 - five (5) trustees shall be elected for a term of three (3) years and one (1) trustee shall be elected for a term of one (1) year. (Total of 21 members.)
- c. At the annual convention in 1985 - five (5) trustees shall be elected for a term of three (3) years and thereafter five (5) trustees shall be elected each year for a 3-year term. (Total of 21 members.)

6. During the period of transition (1983 through 1986), a trustee, who shall be completing the second year of his first 2-year term, or who shall have been elected to a 1-year term, shall be eligible for reelection as a trustee for a 3-year term.
7. During the period of transition (1983 through 1986), no trustee who has served for two (2) consecutive 2-year terms as trustee shall be eligible for reelection as a trustee.
8. On and after October 1, 1986, no elected officer of Kiwanis International above the office of trustee may serve again in the same office to which he was elected.
9. Effective October 1, 1983, and until September 30, 1986, the Board of Trustees shall consist of the president, president-elect, immediate past president, two (2) vice-presidents, treasurer, and fifteen (15) trustees. (A total of 21 members.)

Effective October 1, 1986, the Board of Trustees shall consist of the president, president-elect, immediate past president, three (3) vice-presidents, and fifteen (15) trustees. (A total of 21 members.)

10. Effective September 30, 1982, all references to specified representation on the Board of Trustees shall be deleted from the Constitution and Bylaws; however, the specified incumbent representatives shall complete the remainder of their respective term of office.
11. No district may have more than one (1) member on the Board of Trustees at any one time, effective October 1, 1982.
12. Effective September 30, 1982, whenever a member of the Board of Trustees leaves the Board, the district from which he was elected shall not be eligible to present a candidate for International office at the next two (2) succeeding International conventions; except when such departure results from incapacity to complete the term for which he was elected - in that event, the district from which he was elected shall retain eligibility for presenting a candidate for trustee at the next International convention.
13. Effective October 1, 1983, eleven (11) members of the Board of Trustees shall constitute a quorum for the transaction of all business, except in cases where a larger vote is required under the Constitution and Bylaws.
14. The procedure for the Conference on Nominations for the period of transition involving the 1983, 1984, 1985 and 1986 International conventions shall be:
 - The conference shall submit the name of the president-elect as the sole candidate for the office of president.
 - At the 1983, 1984 and 1985 International conventions, the conference shall submit no more than two (2) candidates for the office of president-elect. At the 1986 International convention and thereafter, the conference shall submit no more than three (3) candidates for the office of president-elect.
 - At the 1983, 1984 and 1985 International conventions, the conference shall submit no more than four (4) candidates for the two offices of vice-president. At the 1986 International convention and thereafter, the conference shall submit no more than five (5) candidates for the three offices of vice-president.
 - At the 1983, 1984 and 1985 International conventions, the conference shall submit no more than two (2) candidates for the office of treasurer. (On September 30, 1986, the office of treasurer ceases to be an elected position.)

15. On and after the 1983 International Convention, the Conference on Nominations may submit in its report no more than two (2) candidates for each trustee office to be filled.
16. No person shall be suggested to the Conference on Nominations as a candidate for any office without the consent of such person having first been obtained, and on and after the 1983 International Convention, the eligibility of his district established.
17. At and after the International Convention of 1983, the nominees for the offices of the president, the president-elect, the vice-presidents, and the treasurer (during the period when there is the office of treasurer) receiving the highest number of votes for those offices respectively shall be declared elected.
18. The procedure for election of trustees beginning at the 1983 International Convention, including any vacancy which might occur by reason of the election of a trustee to some other office, shall be as follows:
 - The presiding officer shall announce to the convention the total number of trustees to be elected, including any vacancy or vacancies.
 - He also shall announce the number to be elected for the various regular terms.
 - The delegates shall vote for the total number to be elected, no more or no less. No ballot shall be counted whereon it appears that the elector has voted for a greater or lesser number of nominees than are possible trustees to be elected.
 - The nominees receiving the largest number of votes shall be declared elected trustees for the announced number of 3-year terms; those nominees receiving the next largest number of votes respectively shall be declared elected trustees for the announced number of 2-year terms; those nominees receiving the next largest number of votes respectively shall be declared elected trustees for the announced number of 1-year terms.
19. Effective October 1, 1983, in case of any vacancy or vacancies occurring in the Board of Trustees during the first year of a 2-year term, or the first or second year of a 3-year term, thus necessitating the election of a trustee at the next International convention for said 1-year term or 2-year term, the secretary of Kiwanis International shall inform the district governors of all districts eligible to present a candidate for trustee that nominations may be submitted in accordance with the procedures outlined in Article XII of the Bylaws, such nominations to be presented to the Annual Convention by the Conference on Nominations.
20. The principles presented herein shall be stated in the necessary legal terminology in the preparation of the appropriate proposed amendment to the Constitution and Bylaws of Kiwanis International for the implementation of these principles, which proposed amendment shall be presented by the Board of Trustees at the 1980 Anaheim Convention.

REPORT OF THE TREASURER
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
JANUARY 26 AND 28, 1980

The statement of financial position at December 31, 1979 indicates that we have Current Assets of \$1,789,976 and Fixed Assets of \$1,559,588 less Accumulated Depreciation of \$426,550 for a total Net Fixed Assets of \$1,133,038. These Assets, both Fixed and Current, total \$2,923,014. Against these Assets we have Liabilities, all current in nature totaling \$1,417,556 leaving this organization a Net Worth position of \$1,505,458 in Unrestricted Operating Funds.

We have in addition, Board Committed Reserves of \$652,238 for a total Net Worth in all funds of \$2,157,696.

Our investments from our total Net Worth in Short-Term Certificates of Deposits are \$1,133,885. Bank Savings accounts totaling \$295.00, and current bank overdrafts of (\$100,775) for a total Cash Position of \$1,033,405.

An error of allocation in our financial position concerning our Liability Insurance has been noted. We are committed to reserve the amount of overage of the premium payments. This item will be corrected for future financial reporting.

Respectfully submitted,

E. B. "Mac" McKittrick
Treasurer

EBM:dm

KIWANIS INTERNATIONAL
STATEMENT OF FINANCIAL POSITIONS
DECEMBER 31, 1979 & 1978

UNRESTRICTED FUNDS:	<u>1979</u>	<u>1978</u>
CURRENT ASSETS:		
CASH	\$ (100,775)	\$ 17,271
SHORT TERM INVESTMENTS	550,000	350,000
ALLOWANCE FOR FOREIGN EXCHANGE	(13,740)	---
ACCOUNTS RECEIVABLE (NET ALLOWANCES FOR DOUBTFUL ACCOUNTS OF \$37,000 IN 1979 AND \$30,000 IN 1978)	652,975	606,864
INVENTORIES	343,217	332,051
ACCRUED INTEREST	1,981	-0-
PREPAID EXPENSES	92,440	100,405
PREPAID LIABILITY INSURANCE	152,255	30,636
DEPOSIT	80,141	58,108
ADVANCES	31,482	25,575
TOTAL CURRENT ASSETS	<u>\$1,789,976</u>	<u>\$1,520,910</u>
CURRENT LIABILITIES:		
ACCOUNTS PAYABLE	\$ 198,164	\$ 135,206
ACCRUALS	119,243	82,535
AMOUNT DUE TO/(FROM) RESERVE	56,299	7,842
DEFERRED INCOME	1,043,850	925,879
TOTAL CURRENT LIABILITIES	<u>\$1,417,556</u>	<u>\$1,151,462</u>
WORKING CAPITAL	<u>372,420</u>	<u>369,448</u>
FIXED ASSETS:		
LAND, BUILDING, FURNITURE & EQUIPMENT	1,559,588	1,303,095
LESS: ACCUMULATED DEPRECIATION	426,550	381,391
TOTAL FIXED ASSETS	<u>1,133,038</u>	<u>921,704</u>
OTHER ASSETS:		
DEFERRED COMPENSATION	<u>58,500</u>	<u>51,000</u>
OTHER LIABILITIES:		
DEFERRED COMPENSATION	<u>58,500</u>	<u>51,000</u>
TOTAL UNRESTRICTED FUNDS	<u>1,505,458</u>	<u>1,291,152</u>
RESERVE FUNDS:		
FUNDED	373,518	342,849
BUILDING EXPANSION	278,720	260,444
TOTAL RESERVE FUNDS	652,238	603,293
TOTAL ALL FUNDS (NET ASSETS)	<u>\$2,157,696</u>	<u>\$1,894,445</u>

REPORT OF THE SPECIAL MEETING OF THE COMMITTEE ON
FINANCE AND PERSONNEL

Date of Committee Meeting: November 17-18, 1979

Place of Committee Meeting: General Office

Present: Members - Merald T. Enstad, Raymond W. Lansford,
Drew M. Petersen, M.D.

Chairman - E. B. McKittrick

Staff - R. P. Merridew

Others - John T. Roberts, Mark A. Smith, Jr.

During the last meeting of the Kiwanis International Board at our Fall Council, this committee was charged with the responsibility of completing the interviews with candidates for the office of International Secretary in order to determine who would succeed Secretary Reg after his 1981 retirement. On Saturday, November 17, and Sunday, November 18, the committee interviewed four candidates. At the conclusion of the interviews the members voted unanimously to present Peter N. Hanly, currently executive director of The Association of Kinsmen Clubs in Toronto, Ontario, Canada to the members of this Board for approval. In order to facilitate matters, each member of this Board except Egon Kuzmany and Warren Edwards was reached by telephone and all gave their consent. This made it possible for Pete to follow through on essential details leading to his joining our staff as of approximately May 1, 1980.

It was agreed that Pete would come on staff with the title of Executive Director, serving under Reg as International Secretary until the latter's retirement. At that time final determination can be made as to disposition of the traditional title of International Secretary, as presently contained in the Constitution and Bylaws, club charters, and all formal usage of the title of the man who has the responsibility for the day-to-day operation of Kiwanis International.

While we are all in agreement on the selection of Pete Hanly, it is our feeling that it would be appropriate to ask for the Board to vote formally and in person at the next regularly scheduled meeting of the Board.

Recommendation #1

The Committee recommends that Peter N. Hanly be appointed Executive Director of Kiwanis International, effective May 1, 1980, with the understanding that he will succeed International Secretary R. P. Merridew upon his retirement in 1981.

I move that Recommendation 1 be adopted

(adopted)

Another major assignment to our committee for this meeting was approval of a new table of salary ranges, showing maximum and minimum salary levels for each of our office responsibilities. The result of our concerted effort and of some months of advance preparation by members of the Finance and Personnel Committee and appropriate staff is attached and is designed to guide us and future Board and staff management in setting appropriate salary levels.

Recommendation #2

The Committee recommends that the Salary Grade Plan, attached as Exhibit A, be approved as a guide in determining salary levels in the General Office.

I move that Recommendation 2 be adopted.

(Adopted)

At the last meeting of the Board it was determined that staff salary increases, traditionally approved at the first Board meeting of each administrative year, would be postponed until this meeting in order that management might have the benefit of the salary information contained in the salary level schedule. With that before us as a guide, new salary increases were approved and made retroactive to October 1, 1979.

With a view to improving fringe benefits for all employees in the General Office, the committee approved Secretary Reg's recommendation that, also effective October 1, 1979, Kiwanis International pay all premium costs for medical insurance for the employed individual. For those with the additional cost of family coverage it was agreed that the amount of the premium paid by Kiwanis International would be the same as that paid for the individual, thus maintaining equal treatment for all. Secretary Reg's further recommendation that dental insurance be provided as a new fringe benefit, with premiums to be paid on the same formula, was considered and generally met with approval. However, the committee felt that comparative plans should be studied and asked President-elect Merald Enstad to check his sources of such insurance in order to bring a competitive proposal or proposals to the January meeting of this Board.

Secretary Reg indicated the need for some major adjustments and changes in management assignments in order to improve the efficiency of the General Office. The committee was in complete agreement with his proposal to create the new post of Assistant to the International Secretary, with Fay McDonald in that role, concentrating his efforts on the International Constitution and Bylaws, the bylaws of districts and individual clubs, and a continuing close relationship with district administration. It was then proposed by Secretary Reg that two Assistant Secretaries be named, one in charge of operations and the other in charge of growth. The committee fully concurred that William H. Jepson would be Assistant Secretary for Operations and Robert M. Detloff would be named Assistant Secretary

for Growth, both appointments to be effective immediately. They would be responsible for all areas except Public Relations, Communications and Kiwanis magazine, with those areas reporting directly to the International Secretary.

These and all related staff changes are contained in the attached Organization Chart so that it would seem to be appropriate to request your approval accordingly.

Recommendation #3

The Committee recommends that the attached Organization Chart of Functional Responsibilities in the Kiwanis International General Office be approved. (See Exhibit B)

I move that Recommendation 3 be adopted.

(Adopted)

Finally, the committee considered the recommendation by staff that additional space, identical in area and immediately adjacent to our present space in the North Pier Terminal, be leased for use by our Supplies Department. The Secretary was authorized to proceed with the leasing arrangement, effective January 1, 1980.

Respectfully submitted,

MERALD T. ENSTAD

RAYMOND W. LANSFORD

DREW M. PETERSEN, M.D.

E. B. MCKITRICK, Chairman

EXHIBIT A.

PROPOSED SALARY GRADE PLAN

NOVEMBER, 1979

Grades I thru IV reflect 30% salary spread

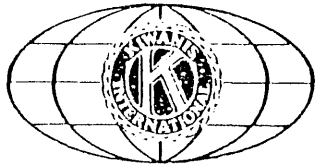
Grades V thru VIII reflect 40% salary spread

Grades IX thru XI reflect 50% salary spread

<u>I</u>			<u>II</u>			<u>III</u>			<u>IV</u>			<u>V</u>			<u>VI</u>			<u>VII</u>			<u>VIII</u>			<u>IX</u>			<u>X</u>			<u>XI</u>		
\$9,180	\$10,380	\$11,700	\$13,200	\$15,480	\$18,000	\$21,000	\$24,540	\$29,460	\$35,340	\$42,360																						
8,640	9,780	11,040	12,480	14,640	16,740	19,500	22,800	27,000	32,400	38,880																						
8,100	9,180	10,380	11,700	13,200	15,480	18,000	21,000	24,540	29,460	35,340																						
7,560	8,580	9,720	10,950	12,120	14,160	16,500	19,320	22,080	26,520	31,800																						
7,080	7,980	9,000	10,200	11,040	12,840	15,000	17,520	19,620	23,520	28,260																						

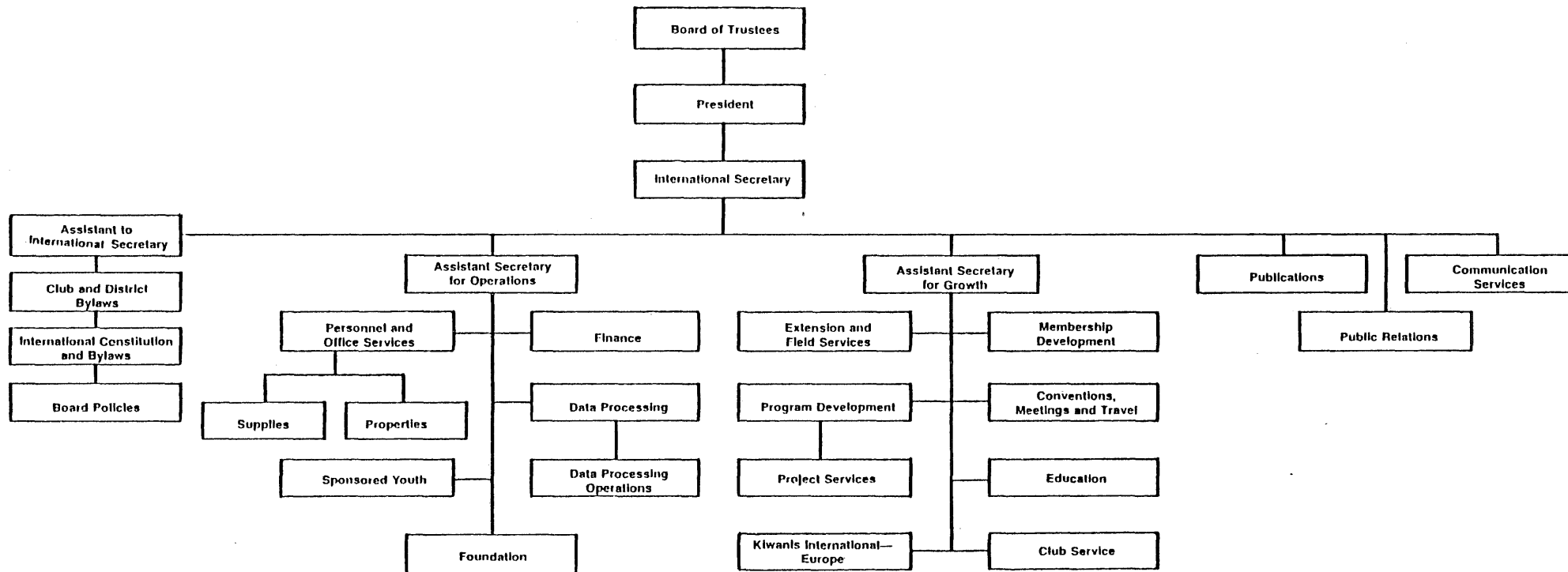
Note: This s
of May
Salar
13% ac
is the
salar
tive M
Chica

Note: This schedule is an update of May, 1978 proposed plan. Salaries have been adjusted 13% across the board. This is the change in recorded salaries, as per Administrative Management Society, Chicago Chapter and replaced the sum total of 2% increase requested by K.I. Secretary for this period.



Kiwanis International General Office

Organization Chart of Functional Responsibilities



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

January 26 - 30, 1980

Date of Committee Meeting: January 26 and 28, 1980

Place of Committee Meeting: Past Presidents' Room

Present: Members - Merald T. Enstad, Raymond W. Lansford, and
Drew M. Petersen, M.D.
Chairman - E. B. "Mac" McKittrick
Staff members - R. P. Merridew, William H. Jepson,
James W. Kinkade, and Jeffery A. McNary

The quarterly financial statements for Circle K International and Key Club International were reviewed, found to be in order, and approved by the Committee. It was noted that \$85,000 of Key Club funds and \$35,000 of Circle K funds were invested in short term interest accounts.

The Committee reviewed the list of revoked Kiwanis Clubs as of September 10, 1979, and noted that a total of \$6,909.29 in accounts receivable are recommended to be written off (see Exhibit A).

The Committee noted that new policy stipulates that delinquent Kiwanis Clubs are to be placed on suspended status after 120 days of delinquency in payment of financial obligations to Kiwanis International. It was agreed that more adequate and efficient collection methods need to be implemented.

Recommendation #1:

The Committee recommends that the accounts receivable as listed in Exhibit A be written off.

I move that Recommendation 1 be adopted. (adopted)

The Committee reviewed a report on the monetary regulations of countries outside of the United States and Canada and discussed the need to give attention to ways of transferring Kiwanis International funds and/or utilizing Kiwanis funds presently in overseas bank accounts. The Committee noted the problems that exist in naming proper fiscal agents in other countries to handle Kiwanis International funds. The Committee also reviewed current Kiwanis International Board policy which indicates that individuals authorized to collect Kiwanis International financial obligations be those of local choosing.

Recommendation #2:

The Committee recommends that current Board Policy be changed and that the following suggested policy statement be referred to the Board Committee on Laws and Policies for insertion in the appropriate place in Kiwanis International Board Policies:

"In countries where monetary policies make it difficult for clubs to directly remit dues to Kiwanis International, the District Governor shall be responsible for collection and transmittal of these dues to Kiwanis International. In non-districted areas, the ranking Kiwanis official, as appointed by Kiwanis International, shall assume this responsibility."

I move that Recommendation 2 be adopted. (adopted)

The Committee was informed that as of August 15, 1979, there were 1,136 Kiwanis Clubs with delinquencies totaling \$167,600 to Kiwanis International and that as of December 28, 1979, there were 177 Kiwanis Clubs with delinquencies of \$43,791.

Clubs with delinquencies of 120 days receive a letter from the International Secretary advising them that, in accordance with policy, they are being placed on suspended status. In addition, these clubs are advised that unless delinquencies are cleared within 30 days, they will be placed on non-meeting status. In all cases, extenuating circumstances are taken into account.

It was agreed that a club on suspended status will not be placed on non-meeting status until 60 days have passed from receipt of the letter from the International Secretary. Within 60 days, such clubs will be placed on non-meeting status automatically unless they contact Kiwanis International and make suitable arrangements to clear their delinquencies.

It was noted that the Data Processing Department needs to establish a procedure to hold information on clubs in non-meeting status for placement back into active status with no complications. Clubs returned to active status will have to be billed for International dues and Kiwanis Magazine subscriptions if changes in their status took place during Kiwanis International semi-annual billing periods.

The Committee reviewed and approved the financial statements for the quarter ending on December 31, 1979.

It was suggested that the Committee receive a memorandum after each monthly financial statement which will clearly define variances in individual General Office department budgets. The Committee was informed that the President intends to appoint a special Board Committee to assist in providing financial information to the International Board.

The Committee agreed that it is necessary for members of the General Office staff to become more involved with financial matters, and the Committee suggests that the following procedure is to be put into effect: (1) Financial Statements are to be sent to the International Board by no later than the tenth of each succeeding month (2) Within 5 days of receipt of their department financial statements, members of the General Office staff are to prepare a memorandum to their respective Board Committees, detailing reasons for any variances in their departmental budgets. A copy of these memorandums are to be given to the Director of Finance, and (3) The Director of Finance will review these staff memorandums and compile his own report on financial statement variances to the International Board.

The Committee reviewed the proposed budget adjustments related to Administration and Structure, Convention, Magazine, Advertising, Membership Growth and Education, and Data Processing (see Exhibit B-1). It was noted that the budget and adjustments related to Data Processing reflect a change from rental cost of equipment to amortization of cost on a 5-year basis.

The proposed budget adjustments related to the Field Service Department were reviewed (see Exhibit B-2), and it was noted that these adjustments had been previously approved by the Board during its September 1979 meeting. It was agreed that an additional \$7,753 is to be added to the Field Service Department budget for 1979-80 to care for the part time services of retired Field Service Representative Fred Winebrenner on a specific need basis.

The Committee reviewed the proposed budget adjustments related to the annual salaries of members of the General Office staff (see Exhibit B-3), and it was noted that these adjustments were determined by the Committee during its November, 1979, meeting and the current meeting.

In order to properly care for the Key Club Department's share of the cost of the forthcoming 1980 May Regional Conferences for Sponsored Youth District Governors and Kiwanis District Administrators, the Committee noted that an additional \$1,100 should be considered in the 1979-80 Key Club Department budget. In addition, the Committee was informed that an adjustment of \$3,000 should be considered for the 1979-80 Field Service Department budget to care for the expenses of Accredited Representatives.

Recommendation #3:

The Committee recommends that the 1979-80 budget adjustments, as presented in Exhibits B-1, B-2, and B-3, be approved; that an adjustment of \$1,100 be made in the 1979-80 Key Club Department budget for the 1980 May Regional Conferences, and that an adjustment of \$3,000 be made in the 1979-80 Field Service Department budget for the services of Accredited Representatives.

I move that Recommendation 3 be adopted. (adopted)

The Committee discussed the mileage allowance currently being provided. It was agreed that the current 16¢ per mile allowance was no longer adequate due to the increasing cost of gasoline.

Recommendation #4:

The Committee recommends that the mileage allowance be increased to 19¢ per mile; that this new rate take effect immediately; and that an adjustment of \$8,000 be made to the Field Service Department budget to care for this increase.

I move that Recommendation 4 be adopted. (adopted)

The Committee reviewed the proposal submitted by Blue Cross/Blue Shield and Kemper Insurance Company for dental insurance for the employees of Kiwanis International.

Under the Blue Cross/Blue Shield proposal, individual dental insurance coverage will cost an employee \$4.35 per month and family coverage will cost \$13.68 per month. The terms of the Kemper Insurance Company's proposal will provide individual coverage at the rate of \$6.51 per month and family coverage will be available at \$14.15 per month. In comparing the proposals, the Committee agreed that the proposal of the Kemper Insurance Company will provide employees with greater benefits.

Recommendation #5:

The Committee recommends that dental insurance be provided to the employees of Kiwanis International; with Kiwanis International paying \$6.51 for each participating employee; that the dental insurance plan offered by the Kemper Insurance Company be selected and that the plan be put into effect if it is determined that the employees of Kiwanis International desire to participate in this dental insurance program.

I move that Recommendation 5 be adopted. (adopted)

The Committee reviewed the management letter received from Touche Ross and Company, Chicago, Illinois, which examined the financial statements of Kiwanis International for the year ended on September 30, 1979 (see Exhibit C). The recommendations were discussed, and the Committee agreed that greater attention must be given to predict cash flow in budgeting plans. It was also agreed that all sales documentation and documents related to outstanding balances must be properly retained and that all documentation related to the organization's financial operations must be properly microfilmed and stored prior to being destroyed.

The Committee agreed that William H. Jepson, Assistant Secretary for Operations, is to approve all accounting adjustments related to Kiwanis Club accounts before such adjustments are processed.

The Committee agreed that members of the International Board are to attach copies of airline tickets or receipts to their expense reports and that the International Secretary will send a memorandum on the subject to the members of the International Board immediately after this January 1980 meeting.

The Committee agreed that Robert M. Detloff, Assistant Secretary for Growth, is to be authorized to sign Kiwanis International checks. The Committee noted that currently the following members of the General Office staff have been given this authorization by the Board:

R. P. Merridew, Secretary; Fay H. McDonald, Assistant to the Secretary; Percy H. Shue, Director of Communications; William A. Brown, Director, Administrative Services; William H. Jepson, Assistant Secretary for Operations.

Recommendation #6:

The Committee recommends that Robert M. Detloff, Assistant Secretary for Growth, be added to the list of authorized signing officers.

I move that Recommendation 6 be adopted. (adopted)

The Committee reviewed a proposal to provide compensatory time to members of the General Office staff who are required to work on weekends (see Exhibit D).

Recommendation #7:

The Committee recommends that the proposal to provide compensatory time to members of the General Office staff, as outlined in Exhibit D, be adopted in principle and implemented and that the Committee make any necessary revisions at its next meeting.

I move that Recommendation 7 be adopted. (adopted)

It was agreed that members of the Board are to be provided with aged accounts receivable for the districts that they counsel.

The Committee reviewed the memorandum from the Director of Data Processing (see Exhibit E) indicating that additional personnel will be required for the expansion of current Data Processing services and for the development and implementation of new services. It was noted that other departments of the General Office will benefit from the increased capabilities of the Data Processing Department.

Recommendation #8:

The Committee recommends that an adjustment of \$34,600 be made to the budget for the Data Processing Department for 1979-80 to care for the additional personnel indicated in Exhibit E.

I move that Recommendation 8 be adopted.
(adopted)

Respectfully submitted,

MERALD T. ENSTAD
RAYMOND W. LANSFORD
DREW M. PETERSEN, M.D.
E. B. "Mac" McKITRICK, Chairman

WRITE-OFF ACCOUNTS RECEIVABLESEPTEMBER 30, 1979

<u>KIWANIS CLUB OF:</u>	<u>AMOUNT</u>
BORON, CALIFORNIA	\$ 16.40
HILLCREST, SAN DIEGO, CALIFORNIA	117.10
KLAMATH, CALIFORNIA	73.70
PANORAMA CITY, LOS ANGELES, CALIFORNIA	53.60
RIDGECREST-INDIAN WELLS VALLEY, CALIFORNIA	56.30
AVERY COUNTY, NEWLAND, NORTH CAROLINA	221.10
CHAGUARAMAS, TRINIDAD	574.15
DONALDSONVILLE, GEORGIA	223.30
UNADILLA-PINEHURST, GEORGIA	278.72
SALINA, GOLDEN K, KANSAS	80.40
THE NORTH BAY AREA, MISSISSIPPI	9.60
ORANGE GROVE, GULFPORT, MISSISSIPPI	81.60
PORT CITY, GREENVILLE, MISSISSIPPI	154.50
KANSAS CITY, NORTHLAND, MISSOURI	11.60
LEXINGTON, MISSOURI	118.40
MT. VERNON, MISSOURI	54.00
PACIFIC, MISSOURI	170.80
PLATTE CITY, MISSOURI	58.50
PEA RIDGE, ARKANSAS	84.00
LEXINGTON-BEDFORD, MASSACHUSETTS	100.50
MAYNARD, MASSACHUSETTS	154.66
UPTON, MASSACHUSETTS	100.50
WRENTHAM-NORFOLK, MASSACHUSETTS	259.65
ELWOOD, NEW YORK	864.86
GREENLAWN-CENTERPORT, NEW YORK	113.90
HIGHLAND AREA, NEW YORK	60.30
OAKDALE, NEW YORK	54.00
FINNEYTOWN, CINCINNATI, OHIO	8.00
FIRST CAPITOL, CHILLICOTHE, OHIO	99.00
ALTAMONT, KLAMATH FALLS, OREGON	11.70
COLUMBIA, PORTLAND, OREGON	65.50
TULATIN, OREGON	13.20
EAST BELLEVUE, WASHINGTON	129.70
ALAMADA, NORTH COTABATO, PHILIPPINES (SOUTH)	190.00
CATARMAN, NORTHERN SAMAR, PHILIPPINES	133.00
KATIPUNAN, PHILIPPINES	181.25
LIANGA, PHILIPPINES	258.50
MANUKAN, PHILIPPINES	134.00
PALOMPON, LEYTE, PHILIPPINES	432.00
ROXAS, PHILIPPINES	182.00
TANDAG, PHILIPPINES	435.00
ZAMBOANGA CITY, PHILIPPINES	216.00
CARBON VALLEY, FREDERICK, COLORADO	15.80
PIKES PEAK, GOLDEN K, COLORADO SPRINGS, COLORADO	16.80
DUMAS, TEXAS	165.80
GLADEWATER, TEXAS	4.80
LITTLEFIELD, TEXAS	8.40
QUANAH, TEXAS	62.70
TOTAL	<u>\$6,909.29</u>

PROPOSED 1979-80 BUDGET ADJUSTMENTS

<u>A/C#</u>	<u>Description</u>	<u>Budget</u>	<u>Adjustment</u>	<u>Adjusted Budget 1979-80</u>
<u>Administration & Structure:</u>				
01-108 05	Standard Forms for Club By Laws	\$ 800	\$ 2,625	\$ 3,425
<u>Convention:</u>				
12-103 07	First Class Envelopes	400	750	1,150
12-103 11	Letterhead	500	2,000	2,500
12-206 03	Transportation--Youth Dance	750	250	1,000
12-218 04	Junior Guest--Youth Dance	1,050	450	1,500
<u>Magazine:</u>				
08-182 01	Printing	118,100	2,600	120,700
<u>Advertising:</u>				
09-188 02	(New Account) Field Audit- Audit Bureau of Circulation	-0-	2,000	2,000
<u>Membership Growth & Education:</u>				
10-08 02	Membership Growth Handbood	5,000	4,000	9,000
<u>Data Processing:</u>				
07-17801	CPU System (Rental)	57,300	(57,300)	-0-
07-17802	Disk Storage #3340	14,808	(14,808)	-0-
07-17803	Disk Storage #3344	16,368	(16,368)	-0-
07-17804	Printer	20,496	(20,496)	-0-
07-17805	System Console	1,392	(1,392)	-0-
07-17806	Tape System	11,364	(11,364)	-0-
07-17807	Disk System	15,036	(15,036)	-0-
07-17808	Punch Card System	10,440	(10,440)	-0-
07-17809	System Software	2,292	(2,292)	-0-
(New Sub Accounts)				
07-17801	System 3 Equipment (Amortized 5 years)	-0-	51,797	51,797
07-17802	System 3 Maintenance	-0-	20,004	20,004
07-17803	Data Recorder	-0-	2,664	2,664
07-17804	System 3 Software	-0-	2,364	2,364
07-17805	Data Entry (CRT)	-0-	3,024	3,024
07-17806	Print Train (Printer)	-0-	1,308	1,308
07-17807	Management Software	-0-	6,000	6,000
07-17808	Installation & Conversion Costs	-0-	2,100	2,100
07-17809	Off-Site Storage	-0-	540	540
07-10304	New Member Add Forms	1,800	765	2,565
07-10101	Non-Staff Salaries- Operations Supervisors	16,090	1,150	17,240
		<u>\$293,986</u>	<u>\$(43,105)</u>	<u>\$250,881</u>

PROPOSED 1979-80 BUDGET ADJUSTMENTS

<u>A/C#</u>	<u>Description</u>	<u>Budget</u>	<u>Adjustment</u>	<u>Adjusted Budget 1979-80</u>
<u>Field Service:</u>				
06-170 06	Salaries, Field Rep. Region 7	\$ 21,000	\$(21,000)	\$ -0-
06-171 01	Field Rep. Travel, Reg. 1	34,784	(4,964)	29,820
06-171 02	" " " " 2	12,731	(12,731)	-0-
06-171 03	" " " " 3	37,921	(13,821)	24,100
06-171 04	" " " " 4	20,369	(369)	20,000
06-171 05	" " " " 5	23,295	(1,795)	21,500
06-171 06	" " " " 6	28,417	(3,017)	25,400
06-171 07	" " " " 7	37,898	(37,898)	-0-
06-171 08	" " " " 8	<u>7,753</u>	<u>-0-</u>	<u>7,753</u>
		<u>\$224,168</u>	<u>\$(95,595)</u>	<u>\$ 128,573</u>

****Note: These adjustments were approved at September 24 thru 27 and 30th Board Meeting.
See recommendation #6--New Club Building Committee Report.

PROPOSED 1979-80 BUDGET ADJUSTMENTS

<u>Description</u>	<u>Budget 1979-80</u>	<u>Adjustment</u>	<u>Adjusted Budget 1979-80</u>
Staff Salaries:			
Secretary	\$ 51,200	\$ 5,000	\$ 56,200
Secretary Designate	40,000	-0-	40,000
Assistant Secretary	32,000	-0-	32,000
Assistant Secretary, Operations	25,750	5,250	31,000
Director, Admin. Services	23,000	2,000	25,000
Director, Member Development	-0-	28,000	28,000
Assistant Secretary for Growth	-0-	30,000	30,000
Manager, Personnel, Office Ser.	16,500	(16,500)	-0-
Director, Public Relations	27,500	1,000	28,500
Manager, Extension Services	-0-	21,500	21,500
Director, Extension Services	22,000	(22,000)	-0-
Field Rep. Latin America	19,900	(19,900)	-0-
Director, Field Services	28,000	-0-	28,000
Field Rep., Region #1	20,250	2,750	23,000
" " " 3	16,000	2,000	18,000
" " " 4	19,000	2,500	21,500
" " " 5	14,200	1,300	15,500
" " " 6	20,200	1,800	22,000
Director, Data Processing	24,500	2,500	27,000
Manager, Circulation	17,750	-0-	17,750
Director, Publications	29,000	3,500	32,500
Editor, Magazine	18,250	1,750	20,000
Associate Editor, Magazine	15,516	2,734	18,250
Manager, Advertising	13,000	-0-	13,000
Manager, Supplies	26,000	(2,000)	24,000
Manager, Convention	25,500	2,000	27,500
Director, Program Develop.	23,000	3,000	26,000
Director, Communication	23,760	4,250	28,000
Manager, Project Services	7,875	11,125	19,000
Administrator, Circle K	14,600	2,150	16,750
Administrator, Key Club	16,500	3,500	20,000
Director of Finance	26,600	900	27,500
Provision for Staff Increase	97,416	(97,416)	-0-
Manager, Club Services	<u>17,000</u>	<u>2,500</u>	<u>19,500</u>
	<u>\$771,757</u>	<u>\$(14,807)</u>	<u>\$756,950</u>

December 31, 1979

BOARD OF TRUSTEES
KIWANIS INTERNATIONAL
Chicago, Illinois

Gentlemen:

In connection with our examination of the financial statements of Kiwanis International for the year ended September 30, 1979, we reviewed and tested the Organization's system of internal control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. Under these standards, the purpose of such evaluation is to establish a basis of reliance thereon in determining the nature, timing, and extent of other auditing procedures that are necessary for expressing an opinion on the financial statements.

The objective of internal accounting control is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

Our study and evaluation of the Organization's systems of internal accounting control for the year ended September 30, 1979, which was made for the purpose set forth above, was not designed for the purpose of expressing an opinion on internal accounting control and it would not necessarily disclose all weaknesses in the system.

Last year we submitted for your consideration various recommendations for improving the systems of internal control and accounting procedures of Kiwanis International. The attached summary offers our observations on the status of these recommendations and additional comments resulting from our recently completed examination of the September 30, 1979 financial statements.

We would be pleased to meet with management or the Board of Trustees to discuss the contents of this report, which is limited to internal use only, in greater detail, if you so desire.

Yours very truly,

Touche Ross & Co.

FINANCIAL PLANNING, BUDGETARY CONTROLS AND FINANCIAL REPORTING

For fiscal 1979-80 the Organization has implemented our recommendations concerning budgeting and financial reporting. In these areas, greater details have been developed in the budget, and the "pyramid" concept for monthly financial statements was begun with the October, 1979 internal statement. We believe that these procedures will allow management to make more meaningful judgments throughout the year and better control expenditures during the year.

Since fiscal 1979-80 will be the first year these procedures are in effect, we recommend that management and Trustees review the statements critically and raise questions and suggest improvements.

Cash Budgeting

As noted in last year's letter, the operating budget is prepared on the accrual basis, reflecting income when earned and expenses when incurred. Additional budgeting is necessary to predict cash flows and cash requirements. Revenue from membership dues, for example, can be projected as earned revenue on a pro-rata basis over the fiscal year. However, collections for dues billed will lag depending on the effectiveness of the collection activities. Also, the investment in inventories will fluctuate depending on stock levels, as well as the timing of purchases of materials in anticipation of new program year requirements.

A well developed cash budget should permit maximum investment of temporarily available funds for greater investment earnings. We realize that the Board approved an agreement with the Continental Illinois National Bank of Chicago to invest funds on a daily basis under their "Short-Term Assets Management" program. In addition, we recommend that an analysis of cash position be prepared daily, and that a longer range cash projection statement be developed.

Sophisticated cash budgeting will be one of the more difficult tasks in the budget process. It is especially difficult when coupled with a requirement for minimizing investment in receivables and inventory, and therefore must be applied in a comprehensive program to encompass timely collections and inventory stock controls. Implementation of the cash budgeting should be prioritized by management and accomplished in the current year.

Capital Asset Budgeting

Since the Organization has adopted an accounting policy to capitalize property and equipment and record related depreciation expense, we again recommend that every effort be made in the

current year to plan the expenditures and budget these expenditures in conjunction with cash flow projections. Consideration should also be given to projecting capital budgets over several years.

* * * * *

The budgeting process developed in the past year should contribute significantly to financial planning and control. However, comprehensive budgeting is critical to managerial and Board control and therefore justifies the continuing efforts during the current year.

ACCOUNTS RECEIVABLE COLLECTIONS AND ADJUSTMENTS

Last year we recommended that the following procedures be implemented in this area:

1. Hire an additional staff person to share the workload involved in identifying discrepancies, corresponding with clubs, preparing adjustments and collecting past due accounts.
2. Expansion of the aging report to include data for those accounts over 120 days outstanding.
3. Approval of adjustments to be better documented.
4. Retention of sales documentation and shipping notices, etc. while any receivable balances are still outstanding.

During the fiscal year 1978-79, the Organization hired an additional staff person and expanded the aging analysis to include a column for accounts past due over 120 days. The results of our auditing procedures indicated that although the amount of balances outstanding more than 120 days has been reduced from approximately \$139,000 at September 30, 1978 to approximately \$86,000 at September 30, 1979, many of these old balances contain disputed items for which no support is available. In addition, many of the overdue accounts are from clubs outside the United States, mainly the Philippines. Continued effort is required to further resolve old outstanding balances.

Billing Adjustments

As in the prior year, substantial numbers of billing adjustments are processed regularly in resolving unpaid accounts receivable from clubs and members. We believe the Organization is liberal in granting adjustments because of the service orientation and desire to minimize conflicts. Further, the individual who prepares the credit adjustments approves minor adjustments without further approval by someone in higher authority. All other adjustments are approved by the Comptroller; however, we recommend that his approval be clearly indicated on each adjustment form.

Again during fiscal 1979, credit memos and other adjustments sometimes resulted from the inability of the credit clerk to locate support for original charges in the files. Although the accounting department has changed its policy regarding retention of records relating to supply sales, many old balances still exist. We again recommend that adequate detail support for all charges be retained while any receivable balances arising from those charges are still outstanding.

In summary, we believe that improvement has been made since last year's audit, but that continuing efforts, especially in documenting and communicating disputed amounts, is essential to reduce the receivable balance and improve the cash flow of the Organization.

EDP REVIEW

In connection with the audit of the financial statements, we performed a brief review of the EDP Information Processing Facility, Systems Development/Maintenance and Membership Application. This review did not constitute a comprehensive review of EDP operations, but was intended to identify primary control issues, administration controls, operating controls, physical security, backup/recovery and disaster plans and systems development/maintenance controls.

We understand that management has formed a committee which meets monthly to review the EDP operations. We agree that this committee is essential and recommend that the Board of Trustees maintain communications so that the objectives of (a) adequacy of internal controls, (b) monitoring equipment capabilities, and (c) cost efficiency of operations, can be met on a timely basis.

INVENTORY

Our review of this area indicated that quantities of many items included in the year-end inventory exceed the sales of these items for the past year. Management indicated an awareness of these items and stated that these items were carried in the current catalogue and will be promoted in the near future. Since inventory is a substantial cost to the Organization, we recommend that the Supplies Manager review those items with large quantities on a regular basis and determine which items need special promotions.

CASH CONTROLS

Bank Accounts

Although the accounting department is now reconciling bank accounts on a more timely basis, the reconciliations of certain foreign accounts contained unrecorded items for which the accounting department did not have adequate documentation. These unrecorded amounts, although insignificant in amount, tend to understate cash and overstate receivables. We agree with the recommendation of the Committee on International Extension, as approved by the Board, that a fiscal agent be appointed in certain areas and that a more timely transfer of funds to Kiwanis International be requested. We also recommend that, when and wherever possible, payments should be made directly to Kiwanis International in U.S. dollars.

Foreign Currency Accounts

Currently, foreign currency accounts, specifically Canadian accounts, are being recorded as if equivalent to U.S. dollars. Although certain foreign accounts were adjusted for currency fluctuations in the regular accounting process, we noted that Canadian cash and investment accounts were not properly adjusted prior to audit.

The Organization had significantly more activity in the Canadian accounts during fiscal 1979 as the annual convention was held in Toronto. The income and expenses relating to the convention were recorded as if received and paid for in U.S. dollars. Since generally accepted accounting principles require that such accounts be monitored to recognize currency fluctuations as they occur, we recommend that these principles be implemented and that gains and losses resulting from currency fluctuations be reflected as income or expenses in the monthly financial statements.

TRAVEL EXPENSES

Board and Committee travel expenses are a major expenditure of the Organization. During our audit we selected many items which, although properly approved and noted in the Board or Committee minutes, lack specific supporting documentation (i.e., copies of airplane tickets; hotel receipts, etc.). We recommend that proper supporting documents be attached to each expense report when forwarded to the accounting department. In those instances where Kiwanis purchases the ticket(s), the unused or receipt copy should be forwarded to the accounting department.

To further supplement the above documentation, we recommend that charges paid by Kiwanis International be reflected as advances to the members. The accounting department would then reduce the advance and record the expenditure when the related expense report, with appropriate supporting documents, is submitted for reimbursement.

COMPENSATORY TIME OFF FOR GENERAL OFFICE STAFF

Suggested Plan For Compensating Extra Time Worked:

I. Eligibility for compensation:

- A) Staff members will not be compensated for:
 - 1) Extra hours worked during the regular work week
 - 2) The first weekend in a calendar month on which they are required to work
 - 3) Any weekend on which they themselves choose to work without being directed to do so by management
- B) Staff members will be compensated for other weekends beyond the first worked in each calendar month during which they are required to work by General Office Management.

II. Form of Compensation:

Compensation in all cases will consist in commensurate time off from a subsequent regular work week.

III. Method of Compensation:

- A) When a staff member works as required on a weekend for which compensation is due, he is to inform his immediate superior of the time worked and compensation due.
- B) The staff member is to inform his immediate superior when he desires to take his compensatory time.
- C) His immediate superior will then inform the staff member if he can take his compensatory time at the time suggested by the staff member.

If circumstances do not allow this, the staff member must suggest another time to take his compensatory time which again must be approved by his superior.

- D) At no time can a staff member take compensatory time off without prior approval from his immediate superior.
- E) To simplify bookkeeping, staff members will not be granted compensatory time until they have accrued at least half-day of compensatory time and compensatory time will be granted in minimum units of half-days.
- F) Compensatory time off must be taken not later than the first quarter of the following year.

DATA PROCESSING PERSONNEL AND SERVICES PROPOSAL

At the present time, Data Processing is providing automated services to fifteen departments as compared to two departments thirteen years ago. Also, automated services are provided to districts (see attached list) most of which are on a no charge basis. The newest service being the combined International and District membership dues billing, scheduled for March, 1980.

A large percentage of Kiwanis growth over the last fifteen years is greatly related to the use of computer equipment. The efficiency and effectiveness of every department is to some degree, dependent on Data Processing services.

The success of any business is greatly dependent on the information developed and used in directing day to day operations, as well as long range plans. The accuracy and timeliness of the information is extremely important in the decision making process. It is the responsibility of Data Processing to provide management with alternative methods of securing and processing of information.

Presently, the work load of our Data Processing staff (2) is to its maximum capacity for our current level of 106 major services. The need for expansion of current services, development and implementation of new services, requires programming and administrative personnel resources to meet the need. There are many operations throughout the office that could greatly benefit by converting them to the computer. Benefits can be in the form of: reduction of expense, better efficiency and utilization of personnel, improved service, reduction and/or elimination of duplicate efforts, or, a combination of all these benefits.

The accuracy and timeliness of our financial information is very crucial to sound management decisions. At the request of President Mark, a study of current, manual and automated methods used in recording Kiwanis financial information was made. The purpose of this study was to determine what systems and programming efforts are needed to convert manual methods of recording financial information to the computer. Based on the information provided by the accounting department and current semi-automated financial systems, our best estimate of 664 programming hours would be required to produce a fully automated financial system. The systems and programming efforts needed for this assignment is beyond our current programming staff capabilities.

The new budget system has increased the volume of accounting transactions by 3 to 1 compared to the previous system. Additionally, many manual accounting functions are also encumbering accounting personnel from effectively and efficiently handling of financial matters. The ability of current accounting personnel to handle the volume of accounting matters is at this point, very questionable. A preliminary review of the increased volume of material processed and the need for accurate and timely financial information may require additional accounting personnel (one or two) at an estimated cost of \$20,000.00.

By expanding the Data Processing programming staff, several objectives can be accomplished. New and expanded services to the accounting department will be designed to maximize department effectiveness and efficiency with current personnel.

Other areas that can be automated and show a reduction of expense are:

- | | |
|---|-----------|
| 1. International Directory proofreaders | \$3000.00 |
| 2. Addressograph plate system | \$4000.00 |

Note: These two areas are projections for 1980-81. There are additional areas of saving being considered, but sufficient information is not available at this time to make that projection.

SUMMARY OF ALTERNATIVES

1. Current programming staff is sufficient to service all aspects of our current level Data Processing services. The additional systems and programming efforts required to automate all accounting functions is beyond current staffs immediate capabilities.
2. Expansion of programming staff will provide new and expanded accounting services to maximize current personnel resources, produce accurate and meaningful information. Reduction of current budget is not anticipated.

Additional expenses for 1979-80 budget would be:

* A.	Systems analyst/programmer (February-September)	\$17,000.
B.	Accounting analyst (temporary one time charge)	4,000.
** C.	Department secretary (March-September)	7,600.
D.	Furniture and one typewriter (one time charge)	6,000.
TOTAL		<u>\$34,600.</u>

* Based on annual salary of \$25,000.

** Based on annual salary of \$13,000.

James W. Kinkade
Director of Data Processing

DATA PROCESSING SERVICES TO DISTRICTS

1. Monthly membership activity listing
2. Membership mailing labels
3. President and Secretary mailing labels
4. President and Secretary weekly update listings
5. Copy of S/A billing roster
6. Copy of reconciled S/A paid membership
7. Listing of honorary and non-member subscriptions
8. Labels for convention registered Kiwanians
9. Accounting reports such as; delinquent clubs, etc.
10. District membership dues and bulletin billing

APPROVED CHANGES IN BOARD COMMITTEE ASSIGNMENTS

Effective 1/26/80

<u>Former Designation</u>	<u>New Designation</u>	<u>Responsibilities</u>
Administration & Structure	Structure	
Circle K	No change	
Convention	No change	
Key Club	No change	
Laws & Policies	No change	
Leadership and Council	No change	
New Club Building	No change	
Finance & Personnel	No change	Budget, Money Management, and Personnel
Kiwanis Education	No change	Add Circulation, Audio Visual, and Office Management
International Extension	Club Service	Add Club Service; Retain Overseas Extension
Program Development	No change	
Property & Supplies	No change	
Publications & Advertising	Accounting	Accounting and Financial Reports
Public Relations	Communications	Add Publications and Advertising
Membership Growth	Growth	
	Data Processing	

BOARD COMMITTEES - 1979-80

Executive

Mark A. Smith, Jr., Chairman
Merald T. Enstad Drew M. Petersen, M.D.
Egon Kuzmany John T. Roberts
E. B. "Mac" McKittrick Hilmar L. "Bill" Solberg

Accounting

J. Stewart Wilson, Chairman
Warren H. Edwards
Albert L. Cox

Correspondent: Edward C. Keefe

Circle K

Aubrey E. Irby, Chairman
John T. Roberts
Hilmar L. "Bill" Solberg

Correspondents: I. R. Witthuhn
Donald T. Forsythe

Club Service

Allen M. Duffield, Chairman
Egon Kuzmany
Frank J. Di Noto

Correspondent: James M. Moler

Communications

John T. Roberts, Chairman
C. E. "Pete" Thurston, Jr.
Allen M. Duffield

Correspondent: Merle H. Tucker

Convention

Drew M. Petersen, M.D., Chairman
Merald T. Enstad
Aubrey E. Irby

Correspondent: Harold M. Heimbaugh

Data Processing

James B. Richard, Chairman
Allen M. Duffield
J. Stewart Wilson

Correspondent: Stanley E. Schneider

Finance and Personnel

E. B. "Mac" McKittrick, Chairman
Raymond W. Lansford
Drew M. Petersen, M.D.
Merald T. Enstad

Correspondents: Wes H. Bartlett
Reed C. Culp
Roy W. Davis
Walter J. L. Ray

Growth

Warren H. Edwards, Chairman
Hilmar L. "Bill" Solberg
Albert L. Cox

Correspondent: Lorin J. Badskey

Key Club

Merald T. Enstad, Chairman
James B. Richard
Donald E. Williams

Correspondent: Donald B. Rice

Kiwanis Education

Donald E. Williams, Chairman
James B. Richard
Egon Kuzmany

Correspondent: Robert F. Weber

Laws and Policies

Hilmar L. "Bill" Solberg, Chairman
Warren H. Edwards
J. Stewart Wilson

Correspondent: Maurice Gladman

Leadership and Council

Egon Kuzmany, Chairman
Henry L. "Les" Myers, Jr.
Raymond W. Lansford
C. E. "Pete" Thurston, Jr.

Correspondent: Albert J. Tully

(continued...)

Board Committees - 1979-80 (continued)

New Club Building

James B. Richard, Chairman
Allen M. Duffield
J. Stewart Wilson

Correspondent: Stanley E. Schneider

Program Development

C. E. "Pete" Thurston, Jr., Chairman
E. B. "Mac" McKittrick
Frank J. Di Noto
John T. Roberts

Correspondent: William M. Eagles, M.D.

Property and Supplies

Albert L. Cox, Chairman
Drew M. Petersen, M.D.
Aubrey E. Irby

Correspondent: Charles A. Swain

Structure

Raymond W. Lansford, Chairman
E. B. "Mac" McKittrick
Henry L. "Les" Myers, Jr.

Correspondents: T. R. Johnson
James M. Moler
Ted R. Osborn