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OF THE MEETING OF

THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

OCTOBER 6-10, 1985

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MINUTES OF MEETING OF

KIWANIS INTERNATIONAL SUBSIDIARY, INC.

OCTOBER 10, 1985

<b>Officers and Trustees</b> .....	1
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MINUTES  
OF THE MEETING OF  
THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES  
OCTOBER 6-10, 1985

A meeting of the Board of Trustees of Kiwanis International was held at the International Office in Indianapolis, Indiana, on October 6-10, 1985.

Present from the Board of Trustees were: Donald E. Williams, President; Frank J. DiNoto, President-elect; Raymond W. Lansford, Immediate Past President; Raymond B. Allen and Gene R. Overholt, Vice-Presidents; Anton J. "Tony" Kaiser, Treasurer; G. H. "Gil" Zitzelsberger, Secretary; Morton O. Alper, D.D.S, W. J. "Wil" Blechman, M.D., C. A. Dillon, Jr., W. Donald Goodfellow, Q.C., Kurt K. Huber, M.D., J. Donovan Jackson, William L. Lieber, Noris A. Lusche, John D. Morton, Sr., Robert G. Sinn, Avelino V. "Beling" Tanjuakio, Robert A. Wagner, Trustees.

Also present were: Ronald L. West, Assistant Secretary for Administration; Larry J. Horney, Assistant Secretary for Communications and Education; Speegle Berry, Assistant Secretary for Membership; and W. Thomas Nelson, Assistant to the Secretary.

The meeting was called to order by President Donald E. Williams on October 6, 1985, at 9:35 p.m.

The Message of the President was presented by Donald E. Williams and is attached as "Exhibit 1."

MESSAGE OF  
PRESIDENT

The Message of the President-elect was presented by Frank J. DiNoto and is attached as "Exhibit 2."

MESSAGE OF  
PRESIDENT-ELECT

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

REPORT OF  
SECRETARY

The Message of the President of Kiwanis International-Europe was presented by Ulrich Zimmermann. It is attached as "Exhibit 4."

MESSAGE OF  
KI-E PRESIDENT

The Report of the Committee of Past Presidents was given by John T. Roberts. It is attached as "Exhibit 5."

REPORT OF  
COMMITTEE  
PAST PRESIDENTS

The Board reviewed the report of Administrative Action taken by staff since the last Board Meeting, a copy of which is attached as "Exhibit 6." Upon motion duly made, seconded, and unanimously carried, it was:

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

ADMINISTRATIVE  
ACTION

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

**RESOLVED, That the Trustees of the Pension Trust Plan shall be Donald E. Williams, President of Kiwanis International; Anton J. Kaiser, Treasurer of Kiwanis International; and G. H. "Gil" Zitzelsberger, Secretary of Kiwanis International.**

TRUSTEES OF  
PENSION TRUST  
PLAN

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

**RESOLVED, That the Trustees of the Pension Plan shall be Donald E. Williams, President of Kiwanis International; Anton J. Kaiser, Treasurer of Kiwanis International; and G. H. "Gil" Zitzelsberger, Secretary of Kiwanis International.**

TRUSTEES OF  
PENSION PLAN

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

**WHEREAS, the Board of Trustees of this Employer has adopted the retirement plan designated as "Kiwanis International Salary Savings Plan" (hereinafter referred to as the "Plan"), which Plan has**

SALARY SAVINGS  
PLAN  
ADMINISTRATIVE  
COMMITTEE



been approved by the Internal Revenue Service, of the qualified status of the Plan under Section 401(k) of the Internal Revenue Code, as of April 30, 1983; and

THEREFORE BE IT RESOLVED, that full power and authority is hereby conferred upon the officers of this Employer to execute amendments to said Plan and Trust Agreement within the general intent and purpose thereof and to execute such curative amendments to the Plan and Trust Agreement as may be required by the Internal Revenue Service in order that the Plan and Trust shall qualify under the provisions of Sections 401(k) and 501(a), respectively, of the Internal Revenue Code and to do all things, including the funding of the Trust, that may be necessary in order that the Plan and Trust become and continue to be fully effective in accordance with the terms and conditions of the Plan and Trust Agreement and the provisions of any applicable state or federal law or regulation;

AND BE IT FURTHER RESOLVED That Anton J. Kaiser, G. H. "Gil" Zitzelsberger, and Ronald L. West are hereby appointed as the members of the administrative committee of the Plan, to serve for such terms and to have such powers and duties as set forth in the Plan and Trust Agreement;

AND BE IT FURTHER RESOLVED That the Secretary of Kiwanis International, 3636 Woodview Trace, Indianapolis, Indiana 46268, is hereby designated as agent for service of legal process with respect to the Plan.

The meeting was adjourned at 10:44 p.m. until Wednesday, October 9, at 8:30 a.m.

The meeting was reconvened on October 9 by President Williams at 8:45 a.m. The invocation was given by Vice-President Overholt.

Secretary Zitzelsberger presented the minutes of the meeting of the International Board of Trustees held in Toronto, Ontario, Canada, June 28 and July 4, 1985. It was duly moved, seconded, and unanimously carried as follows:

RESOLVED, That the Minutes of the Board Meetings of June 28 and July 4, 1985, be and hereby are approved.

The preliminary report of the Board Committee on Finance was given by Vice-President Overholt and is found as "Exhibit 7."

The Report of the Kiwanis International Foundation was given by George Engdahl, President of the Kiwanis International Foundation, and is attached as "Exhibit 8."

APPROVAL OF  
MINUTES OF  
JUNE 28 and  
JULY 4

PRELIMINARY  
REPORT FINANCE  
COMMITTEE

REPORT OF KI  
FOUNDATION

The Board Committee on Member Services-International Extension, Robert G. Sinn, Chairman, presented its report. The report is attached as "Exhibit 9."

MEMBER SERVICES-  
INTERNATIONAL  
EXTENSION

It was moved by President-elect DiNoto, supported by Vice-President Overholt, and duly carried as follows:

RESOLVED, That the charters of the following 74 clubs be and are hereby revoked and the accounts receivable charged against the reserve for bad debts in the amount of \$7,051.07.

CHARTERS  
REVOKED

KEY NO

ALABAMA

Dauphin Island, AL	06649
Hartford, AL	10553
Jackson, AL	08587
Opp, AL	06774
Spanish Fort Area, AL	10456

ANDEAN AND CENTRAL AMERICA

Belize City, Belize	08266
Calceta, Ecuador	10604
Chone, Manabi, Ecuador	09941
Managua, Nicaragua	06214
Metropolitan, Caracas, Venezuela	08144
Samborondon, Ecuador	10890
San Salvador, El Salvador	06615

CALIFORNIA NEVADA HAWAII

Carson, CA	09796
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CAPITAL

Baltimore-Washington, International, Airport, MD	08620
Metropolitan Newark, DE	10398
Olde Towne, Hampton, VA	07206
Southeast Baltimore, MD	07225
Spotswood Trail, McGaheysville, Virginia	10632
Vinton, VA	09661

CAROLINAS

Greene County, Snow Hill, NC	07730
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EASTERN CANADA AND CARIBBEAN

Cedarbrae, Scarborough, Ontario, Canada	05240
Diego Martin, Trinidad	09431
Milton, Ontario, Canada	09193
Sangre Grande, Trinidad	09131
Sherbrooke, Quebec, Canada	03184
Spaldings, Jamaica	07551

FLORIDA

Greater Oldsmar, FL	10130
North Panama City, FL	06590
Sebastian, FL	10852

GEORGIA

Gilmer County, GA	10801
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ILLINOIS-EASTERN IOWA

Epworth, IA	08801
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KENTUCKY-TENNESSEE

Anderson County, Lawrenceburg, Kentucky	10646
Crossville, TN	02732

MICHIGAN

Oak Park Central, MI	10279
Waterford Lakes Area, Waterford, MI	05124

MINNESTA-DAKOTAS

Burnsville, Minnesota Valley, Minnesota	10299
East Grand Forks, MN	10297
Golden Valley, MN	10734
Mitchell Sunrise, SD	08126

MISSOURI ARKANSAS

Golden K, Bechman Center, Fort Smith, AR	08111
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MONTANA

Bayside, Bigfork, MT	09416
Great Falls Village, MT	10449
Plentywood, MT	08953

NEBRASKA-IOWA

Pender-Thurston, NE	08900
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NEW JERSEY

Farmingdale, Howell, NJ	02662
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NEW YORK

Brookdale Golden K, Far Rockaway 1, NY	11251
Jericho, Syosset, NY	07165
Selden-Centereach, NY	08676

OHIO

Blue Ash, Cincinnati, OH	10769
Brimfield, OH	08197
Englewood, OH	05990
Reynoldsburg, OH	05463

	<u>KEY NO.</u>
<u>PACIFIC NORTHWEST</u>	
Broadway, Seattle, WA	04349
Greater Hillsboro, OR	09059
Newport, OR	03341
Pateros, WA	10593
Rock Creek, Portland, OR	09284
So. Thurston, Tenino, WA	03054
So. Umpqua of South Douglas County, OR	10649
Uptown Seattle, WA	04267
<u>ROCKY MOUNTAIN</u>	
West Jefferson-Conifer, CO	05311
<u>SOUTHWEST</u>	
Anthony, New Mexico	10898
<u>TEXAS-OKLAHOMA</u>	
Blanchard, OK	10160
Houston-Alief, TX	10182
Kerr Country, Kerrville, TX	07430
Midland Breakfast, TX	10515
Northside San Antonio, TX	09889
Temple, Sunrise, TX	08558
<u>UTAH IDAHO</u>	
Centerville, UT	11028
Roy, UT	11142
Sandy, UT	09399
<u>WEST VIRGINIA</u>	
Frankfort District, Ridgeley, WV	10620
<u>WESTERN CANADA</u>	
Glenboro, Manitoba	03991

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

**RESOLVED**, That the Asia-Pacific Guideline amendments as approved by the delegate body of the Asia Pacific Conference held in Sydney, Australia, in April, 1985, be and hereby are approved by the Kiwanis International Board. (See "Exhibit 10.")

**ASIA-PACIFIC  
GUIDELINE  
AMENDMENTS  
APPROVED**

The Board Committee on Program Services-Education, J. Donovan Jackson, Chairman, presented its report. The report is attached as "Exhibit 11."

**PROGRAM  
SERVICES-  
EDUCATION**

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

RESOLVED, That the Board recommends that the position of Director of Kiwanis Education be established along with such support personnel and services as may be needed to develop and implement effective Kiwanis membership education and leadership training programs.

APPROVAL  
DIRECTOR OF  
EDUCATION

AND BE IT FURTHER RESOLVED, That that this is referred to the Board Committee on Finance for funding. (Note: a copy of the budget request is attached as "Exhibit 12.")

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

WHEREAS, a leadership training pilot training program is now in its second phase, evaluation, and Phase Three, the second pilot training program, will begin next spring,

LEADERSHIP  
PILOT TRAINING  
PROGRAM  
ONE-DAY TRAIN-  
ING SESSION  
JANUARY 23,  
1986, APPROVED

AND WHEREAS, Linda Neburka, instructor for P. M. Haeger, is converting the pilot presentation into a one-day program for the Board to review so it can be fully informed about the program, which presentation will be available on January 23, 1986, the day prior to the scheduled January Board meeting,

THEREFORE, BE IT RESOLVED, That the Board approves the one-day training session and appropriates funding in an amount up to \$3,000.

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

RESOLVED, That the Board approves, in principle, the following Theme, Goals, and Major Emphasis Program for 1986-87:

THEME:

Time to Care

1986-87  
THEME

GOALS:

Emphasize respect for human and spiritual values.  
Improve the quality of life for less fortunate persons.  
Unite the Kiwanis Family in greater service to mankind.  
Expand fellowship and service through worldwide Kiwanis growth.

1986-87 GOALS

MAJOR EMPHASIS PROGRAM:

Title--Make Miracles Happen  
This will be accomplished through assisting children in hospitals, therapeutic or trauma centers, and vocational education facilities who need medical and personal attention.

1986-87 MAJOR  
EMPHASIS  
PROGRAM

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

**RESOLVED, That Kiwanis continue as the coordinating agency of the National Farm-City Council.**

**NATIONAL  
FARM-CITY  
COUNCIL**

This completed the action on the Report of the Board Committee on Program Services-Education.

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

**WHEREAS, through a successful business career and as Chairman of the Department of Business Administration of Trinity University, Ray S. Erlandson Sr. has upheld moral integrity as the foundation for commercial success,**

**EXPRESSION OF  
APPRECIATION  
TO RAY S.  
ERLANDSON, SR.**

**AND WHEREAS, he has further worked to uplift the lives and values of more than a million children in elementary schools as co-founder, chairman, and chief executive officer of the American Institute for Character Education,**

**AND WHEREAS, he has been elected to honorary membership in the Kiwanis Club of Alamo, San Antonio, Texas,**

**AND WHEREAS, he is the 1985 recipient of the coveted RUSSELL CHILTON HILL MEMORIAL AWARD,**

**THEREFORE, BE IT RESOLVED, That the Board of Trustees of Kiwanis International expresses its congratulations, gratitude, and appreciation.**

The Board Committee on Communications, W. J. "Wil" Blechman, M.D., Chairman, presented its report. The report is attached as "Exhibit 13."

**COMMUNICATIONS**

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

**WHEREAS, the Past Presidents in Toronto adopted a resolution in regard to criteria for the appointment of parliamentarians at future international conventions,**

**CRITERIA FOR  
PARLIAMENTARIAN  
AT INTER-  
NATIONAL CON-  
VENTIONS**

**AND WHEREAS, the Board recognizes two related issues in this regard:  
(1) the need for the president to have some flexibility in**

appointing a parliamentarian with whom he is comfortable; (2) the need for the convention business sessions to be guided by the most competent parliamentary counsel possible,

AND WHEREAS, the Board regards the parliamentarian's membership or non-membership in Kiwanis as a secondary issue,

THEREFORE BE IT RESOLVED, That the International President is permitted to hire or appoint as convention parliamentarian any individual who is certified by the National Association of Parliamentarians.

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

RESOLVED, That a new Board Procedure 157 - Convention Parliamentarian is adopted as follows:

Procedure 157 - Convention Parliamentarian

The Convention parliamentarian will be a person certified by the National Association of Parliamentarians.

The Board recessed for lunch at 12 noon.

The meeting was reconvened at 1:30 p.m.

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

RESOLVED, That Convention planning be advanced one year so that the Board is involved with both the present and subsequent year Conventions and that staff support be supplied to make this work.

The Committee reported on its plans for the International Convention including a new arrangement for the introduction of VIPs. (See pages 3 and 4 of "Exhibit 13.")

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

RESOLVED, That the Committee be requested to modify the convention program so that the Board and their wives will be introduced on Sunday night.

PROCEDURE 157 -  
CONVENTION  
PARLIAMENTARIAN

INTERNATIONAL  
CONVENTION  
PLANNING  
ADVANCED ONE  
YEAR

BOARD AND THEI  
WIVES INTRO-  
DUCED ON SUNDAY  
NIGHT AT INTER  
NATIONAL  
CONVENTION

It was moved by Trustee Blechman, supported by Trustee Lieber, that the closing session of the International Convention be held on Thursday morning, June 26. This motion was defeated.

**CLOSING SESSION  
ON THURSDAY  
DEFEATED**

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

**RESOLVED, That the registration fee of \$70 Kiwanian and \$25 Spouse/Guest apply for the 71st Kiwanis International Convention in Houston, Texas.**

**REGISTRATION  
FEE AT  
HOUSTON**

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

**WHEREAS There is uncertainty as to whether or not the arena in Orlando will be completed and available in time for the convention.**

**ORLANDO, FLORIDA  
NOT SITE FOR  
1989 INTER-  
NATIONAL  
CONVENTION**

**THEREFORE, BE IT RESOLVED, That we not retain Orlando as a site for the 1989 convention.**

This completed the action on the Board Committee on Communications.

The Board Committee on Long Range Planning, Anton J. Kaiser, Chairman, presented its report. The report is attached as "Exhibit 14."

**LONG RANGE  
PLANNING**

It was moved by Treasurer Kaiser, supported by Vice-President Overholt, and carried as follows:

**RESOLVED, That the following conceptual goals are adopted for the Kiwanis International Long Range Planning Program:**

**CONCEPTUAL  
GOALS FOR  
LONG RANGE  
PLANNING  
PROGRAM  
FOR KI**

1. Kiwanis seeks to attain the Objects of Kiwanis, which have stood the test of time and are as relevant and viable today as when originally crafted in 1924.
2. Kiwanis seeks to exemplify its motto "We Build" by building better lives and better communities throughout the world.
3. Kiwanis seeks to be the leading community service organization in the world by achieving institutional excellence.
4. Kiwanis seeks to attract and develop succeeding generations of members and leaders to carry on the organization's work in the years ahead.
5. Kiwanis seeks to become fully international by offering a quality service club experience to community leaders throughout the world.



This completed the action on the recommendations of the Board Committee on Long Range Planning.

Secretary Zitzelsberger presented the minutes of two meetings of the Executive Committee held by conference call since the last Board meeting.

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

**RESOLVED**, That the minutes of the Executive Board Special Meeting held by conference call on Friday, July 19, 1985, be and hereby are approved. (See "Exhibit 15.")

MINUTES OF  
CONFERENCE  
CALL OF  
JULY 19, 1985

It was moved by Past President Lansford, supported by Trustee Blechman, and duly carried as follows:

**RESOLVED**, That the minutes of the Executive Board Special Meeting held by conference call on Monday, September 30, 1985, be and hereby are approved. (See "Exhibit 16.")

MINUTES OF  
CONFERENCE  
CALL OF  
SEPTEMBER 30,  
1985

The Board then discussed the matter of Procedure 310: Financial Delinquencies.

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

**RESOLVED**, That Procedure 310, Financial Delinquencies, be and hereby is amended as follows:

PROCEDURE 310 -  
FINANCIAL  
DELINQUENCIES

Procedure 310. Financial Delinquencies

- a. When a club is financially delinquent to Kiwanis in the amount of \$50 or more for a period of 90 days, the International Secretary shall request the district governor and lieutenant governor to report within 30 days in the United States and within 60 days outside the United States on the actual status of the club. A copy of the report request shall be sent to the club president and the club secretary. If the status report is not received within 30 days from clubs in the United States and within 60 days from clubs outside the United States and the delinquent amounts have not been paid, the club shall be placed on a non-meeting or a non-service status.

- b. When a club is financially delinquent to Kiwanis in the amount of \$50 or more for a period of 120 days in the United States and 150 days outside the United States, no additional services from Kiwanis International will be provided to the club until such a debt is paid in full.
- c. If pursuant to Procedure 310, a club has been placed on a non-meeting or non-service basis, the International Secretary shall so inform the district governor, governor-elect, secretary and lieutenant governor, the club president and club secretary, and the Board counselor to the district.

This completed the action of the Board Committee on Member Services-International Extension.

The Board Committee on Youth Services, Raymond B. Allen, Chairman, gave its report. The report is attached as "Exhibit 17."

YOUTH SERVICES

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

RESOLVED, That The Kiwanis International Board continue to encourage the promotion of the Every Child A Swimmer program and call for its continued endorsement at the club level. The Board recognizes that the program can prevent needless drownings. However, the Board deems it inadvisable for Kiwanis International to provide an administrative department or administrative staffing to promote and implement the program. Kiwanis will continue to make available informational literature and instructional course outlines through the International Office in support of the program by the local club.

EVERY CHILD  
A SWIMMER  
PROGRAM

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

RESOLVED, That the proposed amendments to the Constitution and Bylaws of Key Club International are hereby approved. (See "Exhibit 18.")

KEY CLUB  
CONSTITUTION  
AND BYLAWS  
AMENDMENTS

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

RESOLVED, That the action taken by the Key Club International Board to revoke the charters is hereby approved. (See "Exhibit 19.")

KEY CLUB  
CHARTERS  
REVOKED

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

RESOLVED, That one additional mailing (in January) and the seven issues of Keynoter magazine be mailed to all Kiwanis clubs that sponsor Key Clubs and that such mailings begin as soon as a name and address file for Key Club Committee Chairmen can be developed.

MAILINGS TO  
KIWANIS CLUBS  
SPONSORING  
KEY CLUBS

BE IT FURTHER RESOLVED, That the costs of such mailings be charged to account #30-300-02 (cost of sponsorship).

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

RESOLVED, That the proposed amendment to the Bylaws of Circle K International, Article I, Section 1, "Clubs" be and hereby is approved. (See "Exhibit 20.")

CIRCLE K  
BYLAWS  
ARTICLE I,  
SECTION 1,  
"CLUBS"

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

WHEREAS, the Board considered the adoption of the proposed policies and procedures code of Circle K International,

CIRCLE K  
PROPOSED  
POLICIES AND  
PROCEDURES  
CODE

AND WHEREAS the 1985-86 Circle K International Board has expressed interest in reviewing and revising the Code before final presentation to the Kiwanis International Board,

AND WHEREAS the Committee on Youth Services recommends that the Code be referred back to the Circle K International Board for further study,

THEREFORE, BE IT RESOLVED That the Proposed Policies and Procedures Code of Circle K International are referred back to the Circle K International Board for further study.

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

RESOLVED, That the club status changes as recommended by the Circle K International Board are approved by this Board. (See "Exhibit 21.")

CIRCLE K  
CLUB STATUS  
CHANGES

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

RESOLVED, That this Board approves the proposed amendment to the Circle K International Constitution, Article XIV, "Revenue." (See "Exhibit 22.")

CIRCLE K  
CONSTITUTION  
ARTICLE XIV,  
"REVENUE"

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

**RESOLVED**, That this Board approves the proposed amendment to the Circle K International Constitution, Article XII, Section 2, "Conventions." (See "Exhibit 23.")

CIRCLE K  
CONSTITUTION  
ARTICLE XII,  
SECTION 2  
"CONVENTIONS"

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

**RESOLVED**, That the proposed amendment to the Circle K Bylaws, Article XVII, "Amendments," are not approved. (See "Exhibit 17," pages 4 and 5.)

CIRCLE K  
BYLAWS  
ARTICLE XVII  
"AMENDMENTS"

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

It was moved by Trustee Blechman, supported by Trustee Jackson, and unanimously carried as follows:

**RESOLVED**, That there will be no smoking in the Board Room during Board meetings.

NO SMOKING IN  
BOARD ROOM  
DURING BOARD  
MEETINGS

The Board Committee on Administration-Constitution and Bylaws, Noris A. Lusche, Chairman, gave its report. The report is attached as "Exhibit 24."

ADMINISTRATION-  
CONSTITUTION  
AND BYLAWS

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

**WHEREAS** the Kiwanis Club of Blythe, California, has requested that it be transferred from the California-Nevada-Hawaii district to the Southwest district because of geographic location and the fact that they are located over 100 miles from the nearest Kiwanis club in the California-Nevada-Hawaii district,

KIWANIS CLUB  
OF BLYTHE,  
CALIFORNIA,  
TRANSFERRED TO  
SOUTHWEST  
DISTRICT

**AND WHEREAS** the district boards of both districts have given their approval to this request,

**NOW THEREFORE BE IT RESOLVED** That the Kiwanis Club of Blythe, California, is transferred from the California-Nevada-Hawaii district to the Southwest district.

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

RESOLVED, That our Operation Drug Alert Service Mark registration be renewed in Canada.

SERVICE MARK  
REGISTRATION  
RENEWED IN  
CANADA -  
OPERATION DRUG  
ALERT

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

RESOLVED, That a new Procedure be created numbered 895 to read as follows:

PROCEDURE 895 -  
SUPPLIES

Procedure 895.

Supplies ordered by a club must be paid with the order. If an order is received but the amount of payment, if any, equals 90% or more of the total amount due, or the difference is less than \$10.00, the order may be processed and the club billed for the balance due.

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

RESOLVED, That all reference to our headquarters office be stated as "International Office."

3636 WOODVIEW  
TRACE TO BE  
KNOWN AS  
INTERNATIONAL  
OFFICE

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

WHEREAS staff has made an extensive survey of 18 vendors of software packages

SOFTWARE  
PACKAGE FOR  
GENERAL LEDGER  
AND ACCOUNTS  
PAYABLE

AND WHEREAS staff has determined that one vendor, Computer Associates International, Inc., offers the general ledger and accounts payable software package that is most adaptable to our requirements,

THEREFORE, BE IT RESOLVED That we purchase the General Ledger and Accounts Payable software package from Computer Associates International, Inc. at a maximum cost of \$50,000.

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

WHEREAS, responding to expressions of our Board to increase our service capabilities to clubs and districts and the efficiency with which it is performed, the Board reviewed the proposal made by staff for office automation,

CAPITAL  
EXPENDITURE  
FOR CPT COM-  
PATIBLE OFFICE  
AUTOMATION  
SYSTEM

THEREFORE, BE IT RESOLVED That we hereby approve the Capital Improvement expenditure of \$120,850 to complete the purchase and implementation of the CPT Compatible Office Automation System.

This completed the action on the recommendations of the Board Committee on Administration-Constitution and Bylaws

The meeting was adjourned at 5:47 p.m. until 8:30 a.m. on October 10.

The meeting was reconvened at 8:30 a.m. on October 10, with President Williams presiding. The invocation was given by Treasurer Kaiser.

Anton J. Kaiser, Treasurer of Kiwanis International, gave his report as follows:

"On August 31, 1985, Kiwanis International had cash and investments totalling \$4,707,380. The average current interest rate is 7.7%

"On August 31, 1985, Kiwanis International had uncollected dues, magazine subscriptions, and liability insurance revenues of \$630,383. Operations to date are within budget and the projected budget surplus should be exceeded."

The Board Committee on Finance, Gene R. Overholt, Chairman, presented its report. The report is attached as "Exhibit 25."

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

RESOLVED, That the 1985-86 Budget be approved.

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

RESOLVED, That Procedure 804.6(c) be amended to read:

Procedure 804.6(c)

c. Any intra departmental transfer or any inter departmental budget transfer shall be subject to the approval of the Board.

**TREASURER'S  
REPORT**

**FINANCE**

**1985-86 BUDGET  
APPROVED**

**PROCEDURE  
804.6(c)  
INTER OR  
INTRA DEPART-  
MENTAL BUDGET  
TRANSFER**

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

**RESOLVED, That this Board approves the 1985-86 Capital Expenditures as proposed by the Finance Committee. (See "Exhibit 24, Exhibit C.")**

**1985-86 CAPITAL  
EXPENDITURES**

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

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

**GRATITUDE  
TO STAFF**

It was moved by President-elect DiNoto, supported by Trustee Morton, and duly carried as follows:

**RESOLVED, That in any interim between meetings of the Board of Trustees, the administrative authorities of this Board shall be and hereby are delegated to the Executive Committee, and the action of such committee under such delegation shall have the force and effect of action by the Board of Trustees. All action by the Executive Committee which is not disapproved by the Board of Trustees shall be formally ratified by the Board of Trustees.**

**DELEGATION  
OF AUTHORITY**

**AND BE IT FURTHER RESOLVED That this delegation of authority shall not include the right to waive or change policy.**

The Board meeting was adjourned sine die at 10:45 a.m.

**ADJOURNMENT**

MINUTES OF THE MEETING OF

KIWANIS INTERNATIONAL SUBSIDIARY, INC.

OCTOBER 10, 1985

A meeting of the Board of Trustees of Kiwanis International Subsidiary, Inc. was held at the International Office in Indianapolis, Indiana, on October 10, 1985.

Those present: Donald E. Williams, President; Frank J. DiNoto, President-elect; Raymond W. Lansford, Immediate Past President; Raymond B. Allen and Gene R. Overholt, Vice-Presidents; Anton J. "Tony" Kaiser, Treasurer; G. H. "Gil" Zitzelsberger, Secretary; Morton O. Alper, D.D.S, W. J. "Wil" Blechman, M.D., C. A. Dillon, Jr., W. Donald Goodfellow, Q.C., Kurt K. Huber, M.D., J. Donovan Jackson, William L. Lieber, Noris A. Lusche, John D. Morton, Sr., Robert G. Sinn, Avelino V. "Beling" Tanjuakio, Robert A. Wagner, Trustees.

Also present: Ronald L. West, Assistant Secretary for Administration; Larry J. Horney, Assistant Secretary for Communications and Education; Speegle Berry, Assistant Secretary for Membership; and W. Thomas Nelson, Assistant to the Secretary.

It was moved by President-elect DiNoto, supported by Vice-President Overholt, and duly carried as follows:

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

**OFFICERS  
AND TRUSTEES**

It was moved by Vice-President Overholt, supported by Immediate Past President Lansford, and duly carried as follows:

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

**AUDITORS**

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

**RESOLVED, That Raymond B. Allen is appointed as Agent for Kiwanis International Subsidiary, Inc.**

**AGENT**

Adjournment.



MESSAGE OF THE PRESIDENTto theInternational Board of TrusteesOctober 6, 1985

As we begin another administrative year, we must pay tribute to our predecessors for the excellent foundation that has been created from which we will launch our efforts to move Kiwanis forward in both community service and growth. We commend Immediate Past President Ray Lansford and his team for their fine accomplishments during the 1984-85 year. We are sorry that health conditions made it necessary for Al Lough to resign. We will miss Al and Connie, and we wish him a speedy recovery. We welcome W. Donald Goodfellow to our Board as Al's replacement.

There are several administrative issues that we will need to address during the 1985-86 year. Our growth in extension areas makes a complete review of our extension practices and procedures necessary. As growth continues in non-North American areas, we must address the problem of International Board representation for the entire organization with appropriate provisions for future growth. Our relationship with our three sponsored youth groups needs to be strengthened if we are to achieve our goals of sponsorship. We should continue our fine public relations program and expand it to involve the individual Kiwanis clubs. We must work to resolve the differences between Kiwanis and Kiwanis International-Europe. A closer working relationship between Kiwanis International and the Kiwanis International Foundation should be established.

Staff should be doing some planning on how Kiwanis would function if it were ever to reach a point where it could no longer be gender selective. We need to continue to pursue an improved system of education at all levels in the organization. As a Board we must also continue to be fiscally responsible while providing the organization with the leadership and programs that are necessary to maintain our position as the leading service organization in the world.

In our efforts to respond to these problems and needs, we must keep in mind that our clubs and their individual members are where the action is. We must conduct ourselves and the business of Kiwanis in such a way that they will willingly provide the community service and necessary financing for the organization. Without them we would not be here.

We now have the opportunity to provide Kiwanis International with one of its finest years. The manner in which each of us discharges our responsibilities will determine our degree of success. I ask each of you to dedicate yourselves to making this an outstanding year of Kiwanis Service to Others. Together "It Can Be Done."

Respectfully submitted,

Donald E. Williams  
President

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

As Kiwanis embarks on a new year of service, the challenges that we face provide an opportunity to strengthen our organization. With the planning and preparation that President Don has done, this year will be one of expanded service throughout the world. He has my pledge of complete support as he leads us in achieving the high goals and objectives which he and his team have set.

Although our start has been most impressive, we must be on a constant alert to attract both quality and quantity growth in membership. If Kiwanis is to continue to provide the community service that has made it the world's leading service organization, we need more members to meet the growing community service needs. We must also continue to enhance our image throughout the world to retain our present members, and to attract as new members, business and professional leaders.

The district convention evaluation reports which you have sent to me are most interesting and helpful. I believe that as a part of the background material each of us receives as counselors to a district, your receiving two or three of the previous convention reports would provide useful, worthwhile background information. Problems recognized in the current reports will be reviewed carefully. The reports indicate that Kiwanis has dedicated leaders throughout the world, with the desire and the ability to improve the quality of service we render.

In the planning I have done for 1986-87, I will be following many of the actions taken by President Don. I will continue to work closely with him in our efforts to insure a substantial amount of continuity. Working together, and with the dedicated efforts of this Board, our current administrative year will be our best ever in service as we Walk with a Child and provide Service to Others.

Respectfully submitted,

Frank J. DiNoto  
President-elect

REPORT OF THE INTERNATIONAL SECRETARYto theInternational Board of TrusteesOctober 6, 1985

The question of admitting women into Kiwanis membership has been debated at several of our recent International Conventions. Proposed amendments have been defeated each time by large majorities. The vote in Toronto this summer was 77 percent against changing our International Constitution and Bylaws.

Last year, the Kiwanis Club of Ridgewood, New Jersey, invited a woman to join the club. When the name of this new member was reported to the General Office, we returned the New Member Add Form and processing fee, and reminded the club that Kiwanis membership is limited to men. We were informed that the matter would be dropped. However, in April a newspaper story reported that the club continued to claim a female member.

At its meeting in Toronto, the International Board instructed me to notify the Ridgewood club that its license to use the Kiwanis name and other registered service marks would be terminated after a 60-day period ending September 25. On August 27, we were informed by an attorney for the Ridgewood club that if Kiwanis International did not withdraw this notification, they would take legal action to prevent Kiwanis from acting against the club.

On September 3, Kiwanis International filed a complaint in federal district court in Newark, asking the court to declare that we have the right to control the use of the Kiwanis name and registered service marks and enjoining the Ridgewood club from using them after September 25. A few days later, the attorney for Ridgewood sought a temporary restraining order against Kiwanis International in a New Jersey state court, but after a three-hour hearing, this request was denied.

The federal court case is therefore proceeding, and a hearing is scheduled for the end of October.

As International and district leaders, it is important for you to understand Kiwanis International's position in this case and to communicate it clearly to our clubs.

The issue in this case is not whether Kiwanis should or should not admit women. The issue is whether Kiwanians, through their club delegates, have the right to decide this question or whether the government through the courts should decide for us.

Our federal court filing was widely reported by the news media, and we have tried to make it clear that Kiwanis International does not ask the Ridgewood club to disband or to exclude anyone from its membership. We encourage the group to continue its service activities for the benefit of the Ridgewood community. We do insist, however, that it not identify itself as a Kiwanis club when it does not meet the constitutional requirements for a Kiwanis club.

When each club affiliates with Kiwanis International, it agrees to be bound by the International Constitution and Bylaws. The Ridgewood club has certified this agreement, in writing, several times. In return for this agreement, each club receives a license to use the Kiwanis name and registered marks. The Ridgewood club has now informed us, through its attorney and in numerous newspaper and television interviews, that it no longer intends to abide by this agreement. Since our constitution and bylaws are clear, and have been affirmed repeatedly by the House of Delegates, the International Board is obligated to take action to protect our vital interest in controlling the use of our name and official symbols.

Trademark protection is a federal matter in the United States. In taking action on this issue, we hope to avoid several years of pointless litigation in state courts and achieve a federal decision that will apply to Kiwanis clubs throughout the United States. The Kiwanis International Constitution and Bylaws are, of course, also of great concern to Kiwanis clubs in some 75 other nations. Unfortunately, Kiwanis' worldwide nature is not legally relevant to the courts of the United States or any other Kiwanis nation.

I will, of course, keep you informed of all important developments in this very serious legal case.

\* \* \*

The future of Key Clubs in the United States is also in jeopardy today, as a result of a new federal law and a case that is now being considered by the U.S. Supreme Court.

The Equal Access Act of 1984 applies to public secondary schools receiving federal funds -- the vast majority of the schools where American Key Clubs exist. If these schools permit noncurriculum-related groups to meet in the school during free periods, then the school may not discriminate among such groups on the basis of the religious, political, or other content of speech that may be expressed at their meetings.

This law will require schools that permit noncurriculum-related activities to tolerate student groups of the most controversial and disruptive types. We are acutely concerned that school boards will seek to avoid this situation by forbidding all noncurriculum-related groups -- and that Key Clubs will be so defined in many cases. Kiwanians must get involved when local school boards consider

the Equal Access Act. It is vital that school board members understand the purpose of Key Club as a curriculum-related activity that teaches civics, leadership, and voluntarism while contributing to the school through service projects.

A related case is now before the Supreme Court in the United States, and a decision is expected in the next few weeks. In a lower court's ruling on this case, Key Club was gratuitously cited as an example of a noncurriculum-related activity, although Key Clubs were not involved in the case and no evidence was taken regarding them. Kiwanis International and Key Club International have filed an amicus brief with the Supreme Court in this case. Since the question of Key Club's status was not actually at issue in the lower court, we have asked the Supreme Court not to repeat the lower court's unfortunate use of Key Club as an example. Such a mention in the Supreme Court's ruling could prejudice countless school officials against approving Key Club as a curriculum-related activity under the new Equal Access Act. I cannot exaggerate the damage to Key Clubs in the United States if the Supreme Court fails to accept the points in our brief. You will be informed as soon as the court makes a decision.

\* \* \*

The cost -- and even the availability -- of our Kiwanis general liability insurance is a growing concern. Recently, I sent a memorandum to the 1985-86 governors, quoting from my remarks on this subject at the Toronto convention and including a couple of examples of situations that can lead to large liability cases -- even when the Kiwanis club is not the party most directly involved in an alleged injury. I am circulating this same memorandum to you.

Many of our clubs are simply not being sufficiently alert to the legal liability problems involved in their activities. They continue to sign contracts with individuals and companies that are uninsured or do not include a hold-harmless clause specifically naming Kiwanis in these contracts. Many of our club leaders are astute businessmen, but they do not apply the same standards of caution and common sense to Kiwanis activities that they automatically apply to their routine business affairs.

Please, take the time to read this memorandum carefully. Then share these concerns with your clubs. Almost every club has an attorney in its membership who could review all contracts and -- equally important -- all arrangements the club enters with any other parties without a written contract. In many cases, it is easy for a club to protect itself from liability and help hold down the cost of insurance for itself and every other club.

We have received an increasing number of complaints recently about one kind of contractual relationship. Some clubs are hiring professional fund-raising solicitation firms to canvass their communities for donations or ticket sales to Kiwanis-sponsored events, such as circuses. Most of these events are also simply contracted by the club, with minimal involvement by club members.

In addition to everything I have said about the liability aspects of such contracts, we are also concerned about the effect on Kiwanis' high public reputation when clubs permit outside solicitation companies to use our name. Some of these companies have proved to be unethical or downright fraudulent "boiler room" operations that raise as much money as they can using the Kiwanis name but turn over only a fraction to the club.

Please caution your clubs about the hazards involved in signing over our good name to unknown and unsupervised fund-raising agents. The best Kiwanis fund-raising project is one conducted by the club's members, with the help of family and friends. Destroying our community reputation is too high a price to pay for the extra income promised by agents who are only interested in their own profits, not Kiwanis' good name. The use of the Kiwanis name and/or logos by any third party is prohibited except by the express written consent of Kiwanis International.

I have taken considerable time to report on some of the major problems confronting Kiwanis today, and what we are doing to address them. But I'm also happy to report on a number of areas in which we are achieving positive progress.

Our New Jersey case has highlighted the importance of maintaining legal protection for our Kiwanis name and official symbols. Our staff is now working to identify all of Kiwanis' registered marks around the world, information which has not previously been consolidated. With this information in hand, we will proceed to ensure that all these marks are properly registered in the correct classifications in each nation, and prepare proper licensing agreements where they may still be needed.

In the past few weeks, the new international editions of the Bulletin for Kiwanis Officers have begun to appear. We will be publishing separate editions for North America, Europe, Africa, Latin America, and the Asia-Pacific region in appropriate languages. Each edition will also contain special content targeted to the region served. These regional editions of the BKO will help to make Kiwanis more effective and increase communication in each part of the world. At the same time, the editors of Kiwanis Magazine are also planning increased international content, to raise the worldwide awareness of our clubs and worldwide appeal of the magazine.

Our program development staff has completed an outline plan for an international Kiwanis youth exchange, which will be considered by the Board at this meeting. The plan will involve matching families in different nations and arranging for their young people to exchange visits. This is an entirely new area of Kiwanis service on a worldwide basis, and we have great hopes for its success. Such an exchange has been in place for several years between the Austria-Germany district and the Rocky Mountain district.

Within the General Office, nine out of fifteen stages of our computer conversion program have been completed on schedule, and the remaining six stages will be completed by March 31. We are now running some of our big data processing jobs on our new computer system in only half the time previously needed on the old system. This is extremely encouraging and will be a real boon to office operations when the entire conversion process is completed.

This year we will also be testing new approaches to assisting districts with new club building through our Field Service staff. In seven districts, we will be contracting with part-time, independent accredited representatives. These men will receive a monthly contract fee and expenses up to a predetermined amount.

In three additional districts, we will use volunteers. Kiwanis International will share expenses with the district, beginning at a rate of 50 percent for the first eight new clubs and increasing with additional new clubs to a possible 100 percent.

These two new plans and a possible third for non-districted areas will provide greater flexibility and coverage for our Field Service program and provide service to each district according to that district's needs and goals. If successful, these plans will be considered for expansion to additional districts.

\* \* \*

Administratively, as you can see, Kiwanis has a busy year ahead. We are contending with serious and challenging problems, but we are also pushing ahead with new programs and new initiatives to improve our worldwide communication and operational effectiveness.

In Toronto, we premiered the new documentary on our Indianapolis headquarters and its activities. The title, "The Kiwanis General Office: Serving Those Who Serve Their Communities," summarizes my philosophy as International Secretary and head of your professional staff. We welcome your ideas and suggestions, and we stand ready to serve you in any way we can.

But what I have said to you so far is not what Kiwanis is all about. These are incidentals which your staff and I must deal with on your behalf.

The English poet, John Keats, wrote:

"A proverb is not a proverb till your life has illustrated it."

As Kiwanians we are illustrators. By what we do we illustrate our belief in our Objects.

We are citizens of many different countries. We speak different languages. But with different sounding words we speak the same truth. In English that truth can be expressed in two words: "We Build."



Let us all builders be --

- Builders of better clubs
- Builders of better men
- Builders of better communities

and may our lives continue to illustrate the truth contained in our motto.

Respectfully submitted,

G. H. "Gil" Zitzelsberger  
International Secretary

REMARKS FROM KIWANIS INTERNATIONAL-EUROPE PRESIDENTto theInternational Board of TrusteesOctober 6, 1985

When I took part in 1964 in the International Convention at Los Angeles (by the way, as the first European Kiwanian ever participating in a Kiwanis International Convention), I never thought that over twenty years later I would speak to you, the International Board of Trustees, in the capacity of the President of Kiwanis International-Europe.

But what did Dr. E. Carver McGriff say this morning to all of us? "Do something risky in your life." Well, being here with you, I am perfectly aware of his suggestion.

My formal speech to the International Council was written in my office in Basle, Switzerland; these remarks are more informal and largely reflect my experiences here in Indianapolis over the last several days. First, I sincerely appreciated, as did the governors of my Board, the courtesy and hospitality with which you received us. That very special brand of Kiwanis fellowship has been very much in evidence here this week, and it has been a special joy for me to be a part of it.

I want to emphasize one of my special goals -- one which I mentioned at the Opening Council Session. The subject is critical because I speak about the working relationship between Kiwanis International and Kiwanis International-Europe. Together, we must determine the direction and shape of future Kiwanis growth outside North America, be it conferences, federations, or some other structure.

This is a great challenge for me. Europe now claims more than 17,000 Kiwanians. They are absolutely in need of a new solution to Kiwanis worldwide structure. Many fundamental amendments must be made in our respective Constitutions and Bylaws in order to fully constitutionalize our Federation and its exact relationship with Kiwanis International. The current ambiguities and uncertainties hinder our working toward the true goal of Kiwanis -- service to others.

When a solution to this problem is achieved, my Board will be able to do more for Kiwanis, both in terms of growth and service. Let us build a modern house of Kiwanis Federations; first in Europe where we can use the foundation of more than twenty years of experience and existing structures, and then in other emerging regions of the Kiwanis world.

I thank you for being willing to cooperate with us in this great task. It can be done and we will do it!

Respectfully submitted,

Ulrich Zimmermann

REPORT OF COMMITTEE OF PAST PRESIDENTSTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESOctober 6-10, 1985

Date of Committee Meeting: October 4-5, 1985

Place of Committee Meeting: Indianapolis, Indiana

Present: Members - Wes H. Bartlett, William M. Eagles, M.D.,  
Maurice Gladman, Aubrey E. Irby, E.B. "Mac"  
McKittrick, James M. Moler, Ted R. Osborn,  
Walter J.L. Ray, Stanley E. Schneider, Hilmar  
L. "Bill" Solberg, Charles A. "Nick" Swain,  
Merle H. Tucker, Albert J. Tully, Robert F.  
Weber, and O.E. Peterson (Honorary Member)

Chairman - John T. Roberts

Absent - Reed C. Culp, Roy W. Davis, Merald Enstad,  
Donald T. Forsythe, Edward C. Keefe, Mark  
A. Smith, Jr., I.R. "Whitey" Whitthuhn

Staff - Donald R. Collins, W. Thomas Nelson, Christopher  
J. Rice, A.G. Terry Shaffer, G.H. "Gil" Zitzelsberger

Others - Frank J. DiNoto, Anton J. "Tony" Kaiser, Donald  
E. Williams

The Committee sent greetings to absent Past Presidents and approved the minutes for the meeting of the Past International Presidents held June 28, 1985. The Committee also passed a resolution of sympathy for Percy and Dolores Shue on the tragic loss of their son Larry.

The items discussed are indicated in the attached Agenda (see Exhibit A).

International Extension Budget

Merle Tucker reviewed the history of the bylaw that specifically allocates one dollar of International dues for international extension. He also delineated what expenses these funds currently cover, many of which do not seem to be clearly related to international extension. Unfortunately, no clear definition of what international extension was intended to be was included in the Bylaws.

Two possible solutions were suggested by Merle:

- A. Clearly define what is meant by "international extension," and follow the bylaw by devoting the dollar to the defined activities. The Board of Trustees should exercise its constitutional authority to make this definition. A separate accounting fund may be necessary to accomplish this objective.

- B. Propose to the House of Delegates that this section of the bylaw, which allocates the dollar to international extension, be rescinded.

The Committee assigned an ad hoc committee to study this issue further.

#### Ad Hoc Committees

Chairman John Roberts assigned all members of the Committee to ad hoc committees to study topics suggested by Committee members and Board members. A list of committee assignments is attached as Exhibit B. Study is to be undertaken under each committee chairman's direction and reports will be received at the next meeting of the Past Presidents Committee in Houston.

#### Convention Introductions

In response to President Don William's request for opinion (see Exhibit C), the Committee concurred that the Sunday night session of the Toronto International Convention was too long. The general consensus was that:

1. There should not be two principal speakers on Sunday night.
2. Foundation Board members and International Chairmen could be introduced at another session.
3. It would be acceptable to the Past Presidents and their wives if wives were not introduced; however, they strongly felt that either all wives or no wives should be introduced.
4. Introductions would be faster if a line of people were spread across the stage, and each name was quickly read, rather than having the usual parade across the stage. The line-up could be handled by groups by proper staging and use of curtains or lighting.

#### Convention Problems

The Committee reviewed other concerns about the Toronto Convention. These included the lack of contemporary issues speakers, the uncomfortable seating on wooden bleachers, the unsatisfactory video projection, crowded arrangements for the meetin' house, and the conducting of adult tours during convention sessions. Because of their experience at a long succession of International Conventions, the Past Presidents have noticed changes of which the Board may be unaware, and this led to three recommendations.

#### Recommendation #1:

The Committee recommends that the knowledge and experiences of the Past International Presidents be utilized on forum panels at the International Convention (e.g., add an appropriate Past President to each panel).

Recommendation #2:

The Committee recommends that the Board put in its policies the criteria for selection of a convention city, with clear specifications on such items as the number and proximity of hotel rooms, a sufficiently large auditorium with theater seating, and room for a complete meetin' house facility.

Recommendation #3:

The Committee recommends that the Board include in its policies a prohibition against fund-raising at the International Convention by clubs, districts, and/or outside organizations.

The Committee also felt that it is a conflict of interest for the stage manager to also be the professional agent for the entertainers he contracts to hire.

Training of Governors

The Committee reviewed the history of the "three-pronged" training cycle currently used, and questioned whether the purpose of each meeting is now clearly defined. It might be useful if the appropriate Board Committee could put into writing what should be accomplished at each training meeting. In this way, the current purpose of Council might be more clearly indicated.

Recommendation #4:

The Committee recommends that the Board:

- A. Establish criteria for the training and leadership development of governors at the Governors-elect Training Conference, the International Convention, and Council, and
- B. Utilize the Past Presidents in training future governors by involving some of them in the Governors-elect Training Conference.

Bylaw Amendment

The Committee discussed the amendment that allows bi-weekly meetings outside the U.S. and Canada. While recognizing the reasons for the change, the Committee fears that this may appear to some Kiwanians to set a precedent, encouraging the violation of bylaws as a means of forcing changes in them. It also seems to make the U.S. and Canadian clubs "second class citizens" since all other clubs have an option for bi-weekly meetings, and they do not.

Circle K

The Committee asked the Chairman for a brief review of the report of the Long-Range Study Committee on Circle K. Copies of the report will be made available to the Committee after the Board of Trustees

has reviewed it. The Committee urges careful consideration of this report and suggests that some of the points raised might well merit application to Kiwanis International.

Council

The Committee expressed its thanks to President Don, President-elect Frank, Treasurer Tony, and Secretary Gil for their open and complete discussions with the Committee. And the Committee commended the Board and Staff for a fine Council to begin this year of "Service to Others."

JOHN T. ROBERTS, Chairman

GENERAL OFFICE ADMINISTRATIVE ACTION

October 6-10, 1985

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

<u>CLUBS BY DISTRICT</u>	<u>KEY #</u>	<u>DATE</u>	<u>#MEMBERS</u>	<u>DIV.</u>	<u>ACCOUNTS RECEIVABLE</u>
<u>ALABAMA</u>					
Saraland, AL	10475	08-27-85	9	11	\$ 87.75
<u>ANDEAN &amp; CENTRAL AMERICA</u>					
Alajuela, Costa Rica	09865	01-01-83	23	17	670.00
Belize City, Belize	08266	05-31-85	24		720.00
Cuenca, Ecuador	09072	01-01-84	11	12	322.50
Guatemala City, Guatemala	08476	01-01-82	7	7	570.00
Managua, Nicaragua	06214	01-01-81	24	7	-0-
San Salvador, El Salvador	06615	01-01-82	22	7	660.00
<u>AUSTRALIA</u>					
Centenary, Brisbane	10180	09-18-85	7	2	72.50
<u>CAPITAL</u>					
Baltimore-Washington					
International, Airport, MD	08620	06-01-85	12	14	227.70
Olde Towne, Hampton, VA	07206	06-01-85	3	13	-0-
Southeast Baltimore, MD	07225	06-01-85	11	6	-0-
Vinton, VA	09661	03-31-85	12	2	-0-
<u>EASTERN CANADA &amp; CARIBBEAN</u>					
Lockerby, Sudbury, Ontario	04520	07-01-85	10	2E	257.70
<u>FLORIDA</u>					
Colonialtown, Orlando, FL	09145	09-15-85	7	6	32.40-credit
Mexico Beach, FL	10405	06-30-85	23	2	444.70
Oakhurst, Seminole, FL	10693	05-31-85	15	20	9.24
Orlando International Airport, FL	08727	09-15-85	13	6	22.00
Tamiami, Miami, FL	04650	09-15-85	9	17	-0-
Upper Keys, FL	04148	07-31-85	5	17	4.00-credit
<u>GEORGIA</u>					
South Fulton County, GA	04750	04-01-85	15	16	2.05
<u>ILLINOIS-EASTERN IOWA</u>					
Brookport, IL	10151	07-23-85	12	36	-0-
Inverness-Meadows, IL	11249	07-25-85	2	8	41.40
<u>KANSAS</u>					
Arkansas City-Daybreakers, KS	11148	06-05-85	26	7	774.45
<u>LOUISIANA-MISSISSIPPI-W. TENN</u>					
Gautier, MS	11147	06-11-85	10	14	88.50
<u>MICHIGAN</u>					
Gull Lake Area, Kalamazoo Co., MI	05732	10-01-85	9	12	-0-
Niles Four Flags Area, Niles, MI	10996	03-31-85	12	13	-0-
Pickney, MI	04357	06-30-85	4	10	-0-
<u>MINNESOTA-DAKOTAS</u>					
North Star-St. Paul, MN	07023	08-03-85	12	4	-0-

A letter and statement is sent to each club and follow up statements are sent to the last known club secretary until the charter is revoked.

<u>CLUB NAME</u>	<u>KEY #</u>	<u>DATE</u>	<u>#MEMBERS</u>	<u>DIV.</u>	<u>ACCOUNTS RECEIVABLE</u>
<b><u>MISSOURI-ARKANSAS</u></b>					
Belton, MO	05907	07-01-85	7	4	213.15
Golden K, Beckman Center, Fort Smith, AR	08111	09-30-84	16	20	331.20
<b><u>NEW ENGLAND</u></b>					
South County, RI	05832	05-14-85	6	5	58.50
<b><u>NEW JERSEY</u></b>					
Pascack Hills, NJ	09677	07-01-85	10	15	293.80
<b><u>NEW YORK</u></b>					
Liberty, NY	09800	05-30-85	2	10	-0-
Montgomery Township, NY	07726	07-01-85	7	10	94.20
Our Lady of Grace Golden K- Brooklyn, NY	11305	07-01-85	26	3	263.50
<b><u>OHIO</u></b>					
Ironton, OH	03115	08-16-85	13	9	4.50-credit
Leipsic, OH	05872	08-16-85	22	18	-0-
North Olmsted, Great Northern, OH	09459	08-16-85	10	14	97.50
<b><u>PACIFIC NORTHWEST</u></b>					
Lincoln East, Tacoma, WA	10699	05-28-85	17	34	-0-
Pateros, WA	10593	06-01-85	11	9	87.75
<b><u>SOUTHWEST</u></b>					
Chama, NM	11298	12-10-84	2	1	19.50
Clayton, NM	10229	09-30-84	13	1	248.40
Cloudcroft, NM	09777	06-30-85	5	4	9.75
Maryvale, Phoenix, AZ	11061	06-30-85	13	9	126.75
Roswell-Zia, NM	10619	11-20-84	27	3	563.90
Springer, NM	01084	05-17-85	8	1	68.25
Sunsites, AZ	08315	06-30-85	12	5	344.95
<b><u>TEXAS-OKLAHOMA</u></b>					
Stockyards City, Oklahoma City, Oklahoma	11088	08-15-85	9	30	44.60-credit
Point Isabel, Texas	10936	07-01-85	21	11	869.40
<b><u>UTAH-IDAHO</u></b>					
Farmington, UT	10617	01-19-85	22	2	910.80
Roy, UT	11142	03-09-85	2	3	41.40
Salt Lake International Center, UT	10174	01-19-85	5	8	558.90
Shelley, ID	03668	01-19-85	10	4	-0-
<b><u>WEST VIRGINIA</u></b>					
Milton, WV	10839	09-01-85	13	6	136.50
<b><u>WESTERN CANADA</u></b>					
Montalta, Coutts, Alberta	09715	10-01-85	7	8	340.95
<b><u>NON-DISTRICTED</u></b>					
Oaxaca, Mexico	08923	07-19-85	18	0	692.00
Providenciales, Turk & Caicos Isls	10504	09-30-82	53	0	1,590.00
<b>TOTAL <u>57</u></b>					



**B. NEW KIWANIS CLUBS ORGANIZED SINCE THE JULY MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES**

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Malaga, Andean and Central America	06-01-85	24
Sonoma Plaza, California	06-19-85	25
Eastman-Dodge County, Georgia	06-18-85	35
The Deaf, Tamarac, Florida	06-21-85	31
Exchange, West Indies	06-17-85	25
Aix Dauphins, France	06-11-85	23
Saarbrucken, Germany	05-17-85	20
Topsail Island Area, Surf City, North Carolina	06-25-85	25
Sheridan, Indiana	06-25-85	28
Dos Picos, California	06-20-85	30
Conifer, Colorado	06-26-85	32
Northeast Albuquerque, New Mexico	06-28-85	25
Lingayen, Philippines	06-08-85	36
5th Avenue, Brooklyn, New York	06-18-85	28
Sotra, Norway	06-21-85	20
Turku, Finland	06-10-85	22
Alamosa Sunrise, Alamosa, Colorado	07-10-85	26
Metropolitan Houston, Texas	07-11-85	26
Piscadera, Curacao, Netherlands Antilles	06-27-85	25
Holy Cross Nabua, Philippines	06-20-85	27
Kit carson Golden K, Trinidad, Colorado	07-18-85	25
Gonzales, Louisiana	07-18-85	28
Mountain City, China (Taiwan, Republic of China)	07-28-85	25
Yuh Ying, Taiwan, Republic of China	07-26-85	34
Savanna-La-Mar, Jamaica	07-10-85	27
Siparia Quarry Golden K, Trinidad, West Indies	06-03-85	20
West St. Charles County, Missouri	07-24-85	30
San Fernando Capital, Philippines	07-26-85	36
Hamar, Norway	07-19-85	25
Kinston Golden K, North Carolina	07-29-85	30
Ridgewood, new York	07-28-85	25
Anderson Mill Area, Austin, Texas	07-30-85	25
Johor Bahru, Malaysia	07-06-85	30
Honey Grove, Texas	08-03-85	32
Frankston, Australia	08-06-85	26
Tyrone, Pennsylvania	08-06-85	26
Saddle Brook, New Jersey	08-07-85	28
Metropolitano, Panama City, Panama	07-04-85	40
puerto Princesa City, Philippines	08-07-85	59
hudson Falls-Kingsbury, New York	08-06-85	27
Desert Hot Springs, California	08-13-85	27
Williston, Florida	08-14-85	40
Doylestown, Pennsylvania	08-14-85	27
Eureka, Missouri	08-14-85	25
Maragondon, Philippines	08-18-85	29
Snellville Area, Georgia	08-21-85	29
Tarheel-Godlen K, Chapel Hill, North Carolina	08-22-85	29
Griffin Golden K, Georgia	08-27-85	26
Chien Kuo, Taiwan	08-07-85	36
Bansalan, Davao Del Sur, Philippines	08-03-85	20
Hide-A-Way-Lake, Texas	09-03-85	28
Ripon, California	09-05-85	26
Columbia Golden K, Missouri	09-05-85	25

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
North Valley, Salt Lake County, Utah	08-29-85	25
Puru, Philippines	09-09-85	20
Batesville, White River, Arkansas	09-10-85	30
Yorba Linda Regional, California	09-10-85	29
Mena, Arkansas	09-10-85	50
Smith-Haven, Lake Grove, New York	09-11-85	25
South Ontario, California	09-12-85	28
Boyden, Iowa	09-12-85	26
Roseville Knights, Michigan	09-12-85	26
Kansas City South Town, Missouri	09-16-85	31
Wilkes Barre South, Pennsylvania	09-16-85	26
Mineral Area-Flat River, Missouri	09-18-85	35
Fort Dodge Golden K, Iowa	09-18-85	28
Innsburck-Andechs, Austria	09-05-85	24
Charleroi Terroir, Belgium	08-06-85	20
Petaling Jaya, West Malaysia	08-22-85	29
De Valls Bluff-Biscoe, Arkansas	09-23-85	26
North Clairemont-Sunrisers, San Diego, California	09-24-85	25
Billings Downtown Golden K, Montana	09-24-85	25
Greenville Golden K, Texas	09-24-85	25
Woodbridge-Irvine, California	09-25-85	27
Janesville-Morning, Wisconsin	09-26-85	25
West San Bernardino, California	09-26-85	25
Batavia Golden K, New York	09-26-85	30
Stone Mountain Golden K, Georgia	09-27-85	29
Caborca, Mexico	09-25-85	30
Minden, Louisiana	09-28-85	25
Sherwood Area, Arkansas	09-26-85	30
Welch, West Virginia	09-30-85	25
Dingley, Australia	09-29-85	22
Roebuck-Center Point, Birmingham, Alabama	09-30-85	27
Lake Square, Leesburg, Florida	09-30-85	25
Downtown Wilmington, Delaware	09-30-85	32
<b>TOTAL</b>	<b>86</b>	

**C. KIWANIS CLUBS REACTIVATED SINCE THE JULY MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES**

<u>CLUB</u>	<u>REACTIVATED DATE</u>	<u>MEMBERSHIP</u>
Kalibo, Aklan, Philippines	02-19-85	22
Siparia, Trinidad	06-18-85	14
Ballston Spa-Burnt Hills, New York	08-13-85	11
San Dieguito District, California	06-01-85	19
<b>TOTAL:</b>	<b>4</b>	

**D. THESE CLUBS HAVE MERGED SINCE THE JULY MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES**

<u>CLUB</u>	<u>MERGER DATE</u>	<u>MEMBERSHIP</u>
San Gabriel Valley-Asian-Monterey Park, CA	06-26-85	55
<b>TOTAL:</b>	<b>1</b>	

E. CLUB INCORPORATIONS COMPLETED:

Golden K, Tuscaloosa, Alabama  
Page, Arizona  
Snyder Daybreak, Texas

F. CLUB NAME CHANGES:

From: Livonia Mid-Day, Michigan  
To: Livonia Early Risers, Michigan

G. CANCELLED MEETINGS:

NONE

H. DISTRICT BYLAW AMENDMENTS:

Capital

Article X, Section 6 - allowing Past Lieutenant Governors to become delegates

Florida

Article VII, Section 1(d); Article VIII, Section 4 - change Committee on  
Citizenship Services to Community Services Committee  
Article XII, Section 3 - nominations for District Officers  
Article V, Section 4(d) - responsibilities of District Treasurer

Illinois-Eastern Iowa

Article V, Section 4(f) - responsibilities of District Secretary

Indiana

Article V, Section 4(d) - responsibilities of District Secretary-Treasurer  
Article XVI, Section 6 - designation of officials to sign checks

Michigan

Article VIII, Section 1 and Section 4 - change Committee on Citizenship  
Services to Committee on Community Services  
Article X, Section 11 - convention registration fees  
Article XV, Section 1 - \$1.50 of annual dues to be used for district convention

Montana

Article XV, Section 4 - District Life Member Status  
Article III, Section 1 - reduction in the number of divisions

H. DISTRICT BYLAW AMENDMENTS (Continued)

New England

- Article XVI, Section 8 - clarify expenses of the Governor
- Articles XV, Section 4 - District Foundation representation

New York

- Article VII, Section 11 and Section 4 - change Committee on Citizenship Services to Committee on Community Services
- Article X, Section 5 - creation of a Committee on Campaign Practices
- Article XII, Section 5 - convention election procedure when only one candidate for office

Ohio

- Article XV, Section 1(a) - increase district dues

Pacific Northwest

- Article XV, Section 1 - club payment of district dues based on membership figures submitted to the district
- Article XV, Section 1 - new paragraph prorated dues for new clubs
- Article XV, Section 2 - new member interim dues
- Article XV, Section 5 - payment in U.S. funds or the equivalent

Texas-Oklahoma

- Article XV, Section 4 - creation of a District Life Member Status

Western Canada

- Article XII, Section 4(h) - selection of candidates for Governor, Governor-elect and International Trustee
- Article XII, Section 4(i) - number of candidates to be presented to the convention by the conference on nominations
- Article XII, Section 4(j) - report of the conference on nominations to be presented by the District Secretary
- Article XIII, Section 7 - provisions for filling vacancy in the office of International Trustee

I. CIRCLE K CLUBS COMPLETED SINCE JULY REPORTS

Circle K Clubs

Valencia Community College  
Skagit Valley College  
Northeastern State University

Kiwanis Sponsor

Central Orlando, FL  
Mt. Vernon, WA  
Tsa La Gi/Tahlequah Noon, OK

Total   3

J. KEY CLUBS COMPLETED SINCE JULY REPORT

Key Clubs

Hesperia High School  
Lynchburg Christian Academy  
Galen College  
Bayside High School  
Apollo High School  
Willis High School  
Fyzabad Senior Comprehensive High School  
Seneca High School  
Thomas Jefferson High School  
Cambridge Secondary High School  
North Arkansas Christian High School  
Storm Lake High School  
Far Rockaway High School  
Gaither High School  
John Hersey High School  
Hewlett High School  
Woodford County High School  
Island Trees High School

Total 18

Kiwanis Sponsor

Hesperia, CA  
Lynchburg, VA  
Wangaratta, Australia  
Bayside, Virginia Beach, VA  
Owensboro, KY  
Conroe, TX  
Fyzabad, Trinidad & Tobago, West Indies  
Louisville Highlands, KY  
Federal Way, WA  
Anchovy-Cambridge, Jamaica  
Batesville, AR  
Storm Lake Beavers, IA  
The Five Towns, Long Island, NY  
Carrollwood, Tampa, FL  
Arlington Heights, IL  
The Five Towns, Long Island, NY  
Versailles, KY  
Levittown, NY

K. INCORPORATION OF KIWANIS CLUB OR DISTRICT FOUNDATIONS

Merrick Kiwanis Foundation, Merrick, New York

PRELIMINARY REPORT OF BOARD COMMITTEE ON FINANCE  
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 6-10, 1985

Date of Committee Meeting: October 7, 1985

Place of Committee Meeting: Indianapolis, Indiana

Present: Members - Frank J. DiNoto, Kurt K. Huber, M.D., Anton J. Kaiser,  
 Noris A. Lusche, and Robert G. Sinn

Chairman - Gene R. Overholt

Staff - Kathy Cadwell, Ronald L. West

The following requests for funds were received by the Board Committee on Finance.

Staff and the Board Committee on Administration has requested \$219,908.00 (See Exhibit A) for capital improvements. It was determined by the Finance Committee that if these requests were approved the funds should be obtained from the Capital Improvement Fund.

The Board Committee on Program Services and Education has made the following requests:

- |   |              |
|---|--------------|
| 1. Provide for a Director of Education with a support staff.        | \$ 85,740.00 |
| 2. Youth Exchange Program   | 1,150.00     |
| 3. Kiwanis International Board training for one day by P.M. Hagger. |              |
| Board Expense   | \$ 900.00    |
| P.M. Hagger Expense   | \$2,100.00   |
|   | 3,000.00     |
| TOTAL   | \$ 89,890.00 |

The Board Committee on Youth Services has made the following request:

- |   |             |
|---|-------------|
| 1. Two additional publications by Key Club to sponsoring Kiwanis clubs. | \$ 7,700.00 |
|---|-------------|

The Board Committee on Communications has made the following request:

- |  |             |
|--|-------------|
| 1. Special Meeting to be held to finalize the Governor-Elect Training Conference | \$ 2,240.00 |
|--|-------------|

To date the unallocated surplus fund shows a balance of \$392,566.00

It was determined by the Finance Committee that the requests by the Program Service and Education Committee (\$89,890.00) and the Youth Service Committee (\$7,700.00) could be funded from the unallocated surplus fund. If these requests were approved by the Board, it would leave a balance in the unallocated surplus fund of \$294,976.00

It was determined by the Finance Committee that the request by the Communications Committee (\$2,240.00) could be charged to Account 01-110-10 (Special Committee Meeting.) This account has a budget allocation of \$10,000. If this request is approved it would leave a balance of \$7,760.00 in Account 01-110-10.

1985/86 Capital Expenditures

<u>Description</u>	<u>Cost</u>
Scaffolding for main entrance stairwell	\$ 1,760
Bulk shelving for warehouse	3,048
27' galvanized chainlink fence w/gate	600
12 hp tractor w/48" snow blade	2,500
1-200 MB disk drive	16,000
1-MB core memory for CPU	6,000
5-CRTs	8,000
Software Financial Package (Accounts Payable and General Ledger)	55,000
General Office Automation	120,850
Check encoding machine	3,000
Check photocopying machine	4,000
GRAND TOTAL	<u>\$220,758</u>



Report of the Kiwanis International Foundation President  
to the  
Board of Trustees  
of  
Kiwanis International  
Wednesday, October 9, 1985

The Kiwanis International Foundation (KIF) has just completed its first regular board meeting for the Kiwanis year 1985/86. Our next board meeting is scheduled for March 8-10, 1986. In making this report to the Kiwanis International (KI) Board of Trustees, I am pleased to report on several items related to your Foundation.

General Condition

Once again your Foundation has exceeded the \$1.0 million mark in annual contributed and earned income. As you know, the Foundation Board is committed to increasing the Foundation's asset base by 10% annually. Of the \$887,000 (August 31st) expended \$121,500 was spent in administration or about 14% of expenditures. If promotion expenses (monies used for fund raising) are added to the administrative costs, the expense ratio comes to about 30%. We now have over 10,000 donors contributing to the Foundation.

The Hixson program did not increase at the pace we anticipated. The slowness of the pace is attributed to lack of promotion, which we have addressed at our Board meeting and I will comment on that later.

Grants

31 grants were considered by the Board. 23 grants were approved and two were tabled until we can have further discussion about implementation with Kiwanis International staff. Kiwanis International submitted six (6) proposals totaling \$140,000. Four grants were approved and one was tabled. The total granted was \$130,925 or \$18,325 more than the previous year.

Key Club submitted 5 proposals totaling \$82,695 and all were approved, but only for \$68,850. Circle K submitted seven (7) proposals totaling \$94,285. Three grants were approved, and one was tabled for a total commitment to Circle K of \$46,000.

12 outside grants were submitted totalling \$237,500. Eight (8) proposals were approved totalling \$155,506.

In all the Kiwanis International Family grants were very well prepared. They were given to us with some sense of priority which helped us a great deal in the decision making process.

Grants were also more oriented toward programatic projects rather than paper, pencils, and printing which your donors assume they pay for in their dues. The next grant application deadline is August 1, 1986. (Repeat)

#### New Policies

Several new policies were implemented by the Board of Trustees:

- 1) When the Foundation has a surplus in its budget, a minimum of 50% of that surplus will be placed in our permanent endowment fund in order to increase the endowment growth at a more rapid pace.
- 2) The dollar amount of grants approved each year will be directly related to the amount of unrestricted income realized in the previous year.
- 3) The Board of Trustees and Grants Committee will no longer allow an advocate for a grant proposal to make a direct personal appeal to the Board on the Grants Committee.
- 4) All future grant applicants will be asked to include in their grant application a statement as to how the Foundation will be given credit for the grant. In print and film projects, no grant money will be provided until proof is furnished that the Foundation's logo and the words "printed or production provided by the Kiwanis International Foundation" are included.
- 5) In the future, the investment portfolio of the Foundation will be managed by a professional investment firm or bank for the purpose of long term growth.
- 6) The Hixson Fellowship will add a Lady Hixson category so as to differientate it from the Hixson Fellow.

#### General Comments

The future of the Foundation is bright, but at this stage of its development, it is far from perpetuating itself. It still must be promoted through a most costly means, direct mail. The most effective method of achieving greater and more rapid growth is through sense of pride, word of mouth and support of programs and projects which Kiwanians are most interested in. To this end we must devote our time and energy.

President Don has asked each of you to talk about the Foundation when you are making your official visits. I hope you will do so. The power of influence each of you, and especially the president, has in raising money for your foundation is unbelievable. Please don't forget it.

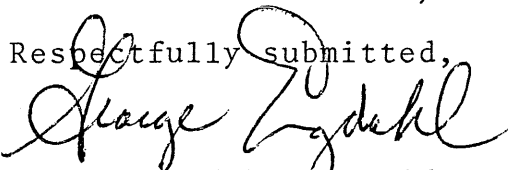
At our board meeting, President Don expressed his disappointment at how our attempt to bring the Kiwanis International Foundation and Kiwanis International even closer together were somewhat dashed at the joint Executive Committee meeting on Sunday. I must express how disappointed both my board and I was as well. President Don and I have had a subsequent meeting and we have rededicated ourselves to resolving this situation. Once everyone involved understands that we need this resolution because it is best for Kiwanis then we can deal with the personality issues which are clearly at the heart of the matter.

Let me remind everyone here that as members of our two Boards we, the Board Members, are entrusted with the ultimate responsibility of what is best for Kiwanis. To that end, Don and I will continue to work together and with our respective boards.

Lastly, let me thank each of you for the support you give us. It has been a tradition over the last three years to have all the Kiwanis International Board members contribute to the Foundation. It is my understanding from Vice President Gene that that tradition is in place again this year. At the end of my meeting yesterday, I asked my board to make their personal commitment to the Foundation and determine how many new Hixsons they felt they could bring in. I'm pleased to report that during the next year, we as a board will give the Foundation \$8,800 and personally recruit 58 new Hixsons.

As President of Kiwanis International Foundation, I wish you all the best in 1985/86 as you tackle the responsibility of Trusteeship for the greatest service club in the world. Thank you.

Respectfully submitted,



George Engdahl, President  
Kiwanis International Foundation

GE:md

cc: Board of Trustees, Kiwanis International Foundation  
G. H. "Gil" Zitzelsberger, International Secretary

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

OCTOBER 7-10, 1985

Date of Committee Meeting: October 7, 1985

Place of Committee Meeting: General Office

Present: Members - C. A. Dillon, Kurt K. Huber, M.D., and J. Donovan Jackson  
Chairman - Robert G. Sinn  
Staff: Speegle Berry, William A. Brown, Robert Saieg, Raymond  
Jeanes and James L. Sheets

The committee wishes to express thanks to Speegle Berry, Bill Brown, Bob Saieg, Ray Jeanes, Jim Sheets, Don Collins and Liz Morales for their assistance.

1. REVOCATION OF CHARTERS

The committee reviewed a list of 74 clubs recommended for charter revocation by the various districts. (Exhibit A)

Recommendation #1:

The committee recommends that the charters of the 74 clubs listed in (Exhibit A) of this report be revoked and that the amounts of the accounts receivable be charged against the reserve for bad debts in the amount of \$7,051.07.

I move that Recommendation #1 be adopted

2. CONSIDERATION OF ASPAC GUIDELINE AMENDMENTS

At the Asia Pacific Conference, held in Sydney, Australia in April, 1985, the delegate body voted to amend the Asia Pacific Guidelines basically for the purpose of clarification. Most of the clarifying amendments were proposed as a result of recommendations by members of the Kiwanis International Board.

In accordance with the guideline, Article VII, Section B, the amendments received a two-thirds majority and are therefore presented to the Board of Kiwanis International for its approval.

Recommendation #2:

The committee recommends that the Asia Pacific Guideline amendments as approved by the delegate body of the Asia Pacific Conference held in Sydney, Australia in April, 1985 be approved by the Kiwanis International Board. The amendments are attached as Exhibit B.

I move that Recommendation #2 be adopted.

3. AMENDING PROCEDURE 310 - FINANCIAL DELINQUENCIES

Procedure 310 currently states that when a club is delinquent for a period of 120 days or more no additional services from Kiwanis International will be provided. The committee feels it would be in the best interest of Kiwanis to apply Procedure 310 to clubs where the delinquency is \$50.00 or more; recognizing, however, that payment of lesser amounts will be requested. No delegate would be seated at the time of the International Convention if the club owed any amount to Kiwanis International.

Recommendation #3:

The committee recommends that Board Procedure 310, Financial Delinquencies be amended to read as follows:

Procedure 310. Financial Delinquencies

- a. When a club is financially delinquent to Kiwanis in the amount of \$50 or more for a period of 90 days, the International Secretary shall request the district governor and lieutenant governor to report within 30 days in the United States and within 60 days outside the United States on the actual status of the club. A copy of the report request shall be sent to the club president and the club secretary. If the status report is not received within 30 days from clubs in the United States and within 60 days from clubs outside the United States, and the delinquent amounts have not been paid, the club shall be placed on a non-meeting or a non-service status.
- b. When a club is financially delinquent to Kiwanis in the amount of \$50 or more for a period of 120 days in the United States and 150 days outside the United States, no additional services from Kiwanis International will be provided to the club until such a debt is paid in full.
- c. If pursuant to Procedure 310, a club has been placed on a non-meeting or non-service basis, the International Secretary shall so inform the district governor, governor-elect, secretary and lieutenant governor, the club president and club secretary, and the Board counselor to the district.

I move that Recommendation #3 be adopted.

INFORMATIONAL ITEMS

Discussion was held concerning the Strategic Planning Committee report. Staff was directed to pursue Items 39-40 and 44-54 of the proposed five-year operating objectives and report back to committee in January. The committee is solidly committed to achieving the aforementioned objectives.

The committee addressed the problem of small clubs. A request was received suggesting the payment of expenses to KIARS for bringing a club of 15 members or less to charter strength. The committee feels that the request has merit and directed staff to study this matter.

A letter from President Don Williams on the classification system and attendance requirements was discussed. Staff was directed to study the merits of these proposals.

The concept of International Extension was discussed at length and will be thoroughly studied by the committee prior to the January Board Meeting.

Respectfully submitted,

C. A. Dillon  
Kurt K. Huber  
J. Donovan Jackson  
Robert G. Sinn, Chairman

THE FOLLOWING CHARTERS WILL BE REVOKED  
AT THE INTERNATIONAL BOARD MEETING  
OCTOBER 6-10, 1985

EXHIBIT A, p. 1

<u>IJS BY DISTRICT</u>	<u>KEY NO.</u>	<u>ORGANIZATION DATE</u>	<u>NOT MEETING DATE</u>	<u>OUTSTANDING ACCT'S RECEIVABLE</u>
<u>ALABAMA</u>				
Dauphin Island, AL	06649	07-31-70	10-01-83	\$ -0-
Hartford, AL	10553	11-16-81	02-01-84	-0-
Jackson, AL	08587	11-20-76	10-01-83	-0-
Opp, AL	06774	04-27-71	01-01-84	65.70
Spanish Fort Area, AL	10456	09-15-81	01-01-84	317.55
<u>ANDEAN &amp; CENTRAL AMERICA</u>				
Belize City, Belize	08266	03-08-76	05-31-85	900.00
Calceta, Ecuador	10604	01-15-82	01-15-82	-0-
Chone, Manabi, Ecuador	09941	05-04-80	05-04-80	10.00-
Managua, Nicaragua	06214	01-20-67	01-01-81	-0-
Metropolitan, Caracas, Venezuela	08144	10-02-75	08-02-82	-0-
Samborondon, Ecuador	10890	01-18-83	03-05-84	165.00
San Salvador, El Salvador	06615	04-03-70	01-01-82	-0-
<u>CALIFORNIA-NEVADA-HAWAII</u>				
Carson, CA	09796	11-29-79	03-01-84	-0-
<u>CAPITAL</u>				
Baltimore-Washington, International, Airport, MD	08620	01-19-77	06-01-85	227.70
Metropolitan Newark, DE	10398	07-09-81	09-30-84	-0-
Olde Towne, Hampton, VA	07206	05-07-73	06-01-85	23.70
Southeast Baltimore, MD	07225	05-23-73	06-01-85	130.35
Spotswood Trail, McGaheysville, Virginia	10632	03-04-82	05-17-83	-0-
Vinton, VA	09661	08-23-79	03-31-85	-0-
<u>CAROLINAS</u>				
Greene County, Snow Hill, NC	07730	03-17-75	03-06-85	-0-
<u>EASTERN CANADA &amp; CARIBBEAN</u>				
Cedarbrae, Scarborough, Ontario, Canada	05240	04-19-60	06-01-84	-0-
Diego Martin, Trinidad	09431	12-12-78	06-24-84	538.20
Milton, Ontario, Canada	09193	05-31-78	09-28-84	332.40
Sangre Grande, Trinidad	09131	04-06-78	06-24-84	393.30
Sherbrooke, Quebec, Canada	03184	06-16-48	02-11-85	127.35
Spaldings, Jamaica	07551	08-15-74	09-16-84	165.60
<u>FLORIDA</u>				
Greater Oldsmar, FL	10130	10-01-80	05-31-84	61.25-
North Panama City, FL	06590	11-25-69	05-31-84	117.00-
Sebastian, FL	10852	12-15-82	03-30-84	-0-

<u>CLUBS BY DISTRICT</u>	<u>KEY NO.</u>	<u>ORGANIZATION DATE</u>	<u>NOT MEETING DATE</u>	<u>OUTSTANDING ACCT'S RECEIVABLE</u>
<u>GEORGIA</u>				
Gilmer County, GA	10801	09-28-82	09-30-84	-0-
<u>ILLINOIS-EASTERN IOWA</u>				
Epworth, IA	08801	07-20-77	04-15-83	-0-
<u>KENTUCKY-TENNESSEE</u>				
Anderson County, Lawrenceburg, Kentucky	10646	03-17-82	06-12-84	98.50
Crossville, TN	02732	05-14-46	04-30-84	175.50
<u>MICHIGAN</u>				
Oak Park Central, MI	10279	03-26-81	06-24-84	570.30
Waterford Lakes Area, Waterford, MI	05124	05-28-59	03-25-84	-0-
<u>MINNESOTA-DAKOTAS</u>				
Burnsville, Minnesota Valley, Minnesota	10299	04-14-81	02-01-85	-0-
East Grand Forks, MN	10297	04-07-71	07-01-84	310.50
Golden Valley, MN	10734	06-23-82	06-07-84	-0-
Mitchell Sunrise, SD	08126	09-29-75	07-01-84	98.55
<u>MISSOURI-ARKANSAS</u>				
Golden K, Beckman Center, Fort Smith, AR	08111	09-17-75	09-30-84	-0-
<u>MONTANA</u>				
Bayside, Bigfork, MT	09416	11-29-78	08-18-83	-0-
Great Falls Village, MT	10449	09-08-81	08-01-83	-0-
Plentywood, MT	08953	11-08-77	09-30-84	-0-
<u>NEBRASKA-IOWA</u>				
Pender-Thurston, NE	08900	09-29-77	05-24-84	-0-
<u>NEW JERSEY</u>				
Farmingdale-Howell, NJ	02662	12-19-45	09-26-84	-0-
<u>NEW YORK</u>				
Brookdale Golde K, Far Rockaway 1, NY	11251	08-08-84	02-22-85	337.25
Jericho-Syosset, NY	07165	03-19-73	11-18-84	145.80
Selden-Centereach, NY	08676	03-29-77	11-18-84	97.50



<u>CLUBS BY DISTRICT</u>	<u>KEY NO.</u>	<u>ORGANIZATION DATE</u>	<u>NOT MEETING DATE</u>	<u>OUTSTANDING ACCT'S RECEIVABLE</u>
<u>IO</u>				
Blue Ash, Cincinnati, OH	10769	09-07-82	08-17-84	.50-
Brimfield, OH	08197	01-07-76	08-17-84	58.50
Englewood, OH	05990	02-03-65	08-17-84	-0-
Reynoldsburg, OH	05463	08-29-61	08-17-84	156.00
<u>PACIFIC NORTHWEST</u>				
Broadway, Seattle, WA	04349	12-16-54	04-01-85	70.00-
Greater Hillsboro, OR	09059	02-09-78	11-01-84	-0-
Newport, OR	03341	06-14-49	03-31-84	-0-
Pateros, WA	10593	12-17-81	06-01-85	87.75
Rock Creek, Portland, OR	09284	09-06-78	04-01-85	-0-
So. Thurston, Tenino, WA	03054	11-06-47	05-22-85	-0-
So. Umpqua of South Douglas County, OR	10649	03-19-82	03-31-84	-0-
Uptown Seattle, WA	04267	08-31-54	03-07-85	-0-
<u>ROCKY MOUNTAIN</u>				
West Jefferson-Conifer, CO	05311	10-17-60	10-01-84	-0-
<u>SOUTHWEST</u>				
Anthony, New Mexico	10898	03-24-83	07-01-84	682.77
<u>KAS-OKLAHOMA</u>				
Blanchard, Ok	10160	11-04-80	03-18-84	87.60
Houston-Alief, TX	10182	11-25-80	03-18-84	269.10
Kerr Country, Kerrville, TX	07430	03-25-74	03-29-84	21.55-
Midland Breakfast, TX	10515	10-01-81	06-25-84	-0-
Northside San Antonio, TX	09889	03-27-80	06-25-84	29.25
Temple, Sunrise, TX	08558	11-04-76	06-25-84	-0-
<u>UTAH-IDAHO</u>				
Centerville, UT	11028	10-13-83	01-19-85	396.00
Roy, UT	11142	04-04-84	03-09-85	21.90
Sandy, UT	09399	11-21-78	09-29-84	-0-
<u>WEST VIRGINIA</u>				
Frankfort District, Ridgeley, WV	10620	02-20-82	08-01-84	321.75
<u>WESTERN CANADA</u>				
Glenboro, Manitoba	03991	06-01-53	02-06-84	-0-
<u>TOTAL:</u>	74			<u>\$7,051.07</u>

EXHIBIT B

EXHIBIT B

Exhibit B of the Report of the Board Committee on Member Services-  
International Extension is now Exhibit #10 of the Minutes.

## Amended Guidelines of the Asia-Pacific Conference

April 1985

(Based on Amendments approved by delegates at ASPAC on 27 April 1985)

Note: All changes approved are underlined

Name: ASIA-PACIFIC Conference of Kiwanis International

## OBJECTIVE:

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

## GUIDELINES:

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

- (3) The Secretary/Treasurer shall keep the records of membership, attendance, and minutes of the meetings of the Executive Board and the minutes of the annual Conference. He shall receive all funds paid to the Asia-Pacific Conference and shall deposit the same in the Official depositories designated by the Executive Board, and shall disburse the same by order of said Executive Board. His accounts and books shall at all times be open to the inspection of the Chairman, the Executive Board, and any auditors named by the Executive Board. He shall submit a report to the annual Conference and such other reports as the Chairman or the Executive Board may require.

4. Executive Board:

- (a) The Executive Board shall meet at such time and places as may be determined by action of the Board, by call of the Chairman, by call of the President of Kiwanis International, or by written request of three (3) voting members of the Board; provided there shall be at least two (2) regular meetings during each year, one immediately before and one immediately after the annual Conference. A written notice of the time and place of all meetings of the Executive Board shall be mailed to each member by the Secretary/Treasurer not less than twenty (20) days prior to said meeting.
- (b) The Executive Board, without meeting together, may transact business, as authorized herein, by mail by voting upon proposed resolutions mailed to them by the Secretary/Treasurer with the approval of the Chairman. If within thirty (30) days thereafter a majority of the members of the Executive Board shall send in writing to the Secretary/Treasurer their vote in favour of any such resolution, said resolution shall be deemed carried, otherwise it shall fail, provided however, that no such affirmative action shall go into effect for thirty (30) days after the Secretary/Treasurer, by registered mail, shall have sent to each member of the Executive Board a report of the tabulated result of such vote, the ballots of which are to be produced at the following meeting of the Executive Board before being destroyed.
- (c) In the absence of the Chairman from a meeting, the Vice Chairman shall preside. In the event that the Vice Chairman is also absent, the Executive Board shall designate one of its members to act as chairman.
- (d) A majority of the total members of the Executive Board shall constitute a quorum, and a majority vote of those present shall decide any question, unless a greater vote is specified herein.
- (e) In the event, during an administrative year, of a vacancy in the office of the Chairman, the Vice Chairman shall take over as Chairman. In the event, during an administrative year, of a vacancy in the office of the Vice Chairman, the Executive Board shall elect one of its members as Vice Chairman.

5. Conference:

- (a) The annual Conference shall be held at such place and date in the months of March or April, as shall be mutually agreed to by the Executive Board and the Board of Trustees of Kiwanis International. In determining the location of a given annual Conference, the Executive Board shall be guided by the majority vote of the qualified delegates present and voting at an annual Conference, provided that the Conference shall not be held in a district or non-districted nation more often than once every five (5) years.
- (b) The Secretary/Treasurer shall mail to each club, district, and Kiwanis International an official call to the annual Conference at least sixty (60) days prior to the date of the Conference.
- (c) The Chairman shall at the first business session of the Conference give notice of, and cause to be called, a conference of representatives of the districts and non-districted clubs (Nominating Committee) to determine and to submit to the Conference nominations for the several offices to be filled at the Conference. The Nominating Committee is to be constituted and to proceed as follows:
  - (1) The Nominating Committee shall consist of one (1) registered delegate representative from each of the several districts and two (2) registered delegate representatives from the non-districted clubs in the Asia-Pacific Area.
  - (2) The Nominating Committee Representative from each district shall be selected by majority vote of the duly registered delegates from such district at a Meeting called by the Governor of such district, or in his absence by the most recent Past Governor present at the Conference or in the absence of the Governor and any Past Governor, by the Chairman. At said meeting the Governor, or in his absence the most recent Past Governor present at the Conference shall preside. If the Governor and any Past Governor is not present, the delegates at said meeting shall select a chairman from among those in attendance. The Chairman of the district conference shall forthwith certify to the Secretary/Treasurer the name of the Nominating Committee representative selected.
  - (3) The Nominating Committee representative from the non-districted clubs shall be selected by majority vote of the duly registered delegates from such non-districted clubs at a meeting called by the Chairman. At said meeting a member of the Executive Board representing non-districted clubs and appointed by the Chairman, shall preside. If either member of the Executive Board representing non-districted clubs is not present, the Chairman shall appoint a former, most recent member of the Executive Board representing non-districted clubs to preside. If no present or past members of the Executive Board representing non-districted clubs is present, the delegates at said meeting shall select a chairman. The chairman of the meeting of non-districted clubs shall forthwith certify to the Secretary/Treasurer the name of the Nominating Committee representatives selected.

- (4) A majority of the registered delegates, including delegates-at-large, as shown by the report of the Committee on Credentials, shall constitute a quorum in the district or non-district meeting to select the Nominating Committee representative.
- (5) The chairman of the meeting of the Nominating Committee shall be the Immediate Past Chairman of the Asia-Pacific Conference, or in his absence his immediate predecessor, and so on, but without vote. In the event of the absence of all of the Past Chairmen of the Conference, the members of the Nominating Committee shall appoint one (1) of its members to act as chairman with the right to vote. The chairman shall further appoint one (1) of its members to act as secretary, and the chairman may appoint such tellers as may be considered necessary.
- (6) No persons other than the Nominating Committee representatives selected as aforesaid and the chairman of the Nominating Committee shall be eligible or be permitted to attend or to participate in the proceedings of the meeting of the Nominating Committee.
- (7) It shall be the duty of the Secretary/Treasurer at the second business session of the Asia-Pacific Conference to announce to the Conference and post or publish the complete list of members of the Nominating Committee.
- (8) The said meeting of the Nominating Committee shall be held on the second day of the Asia-Pacific Conference at a time and place to be designated and announced to the Conference. Two-thirds (2/3) of the members of the Nominating Committee shall constitute a quorum.
- (9) Upon completion of organisation as above outlined, the Nominating Committee shall proceed to select candidates for the offices of Chairman and Vice Chairman, and when applicable, the designated representative from the Asia-Pacific region to the Board of Trustees of Kiwanis International to be submitted to the Asia-Pacific Conference in accordance with the following provisions.
  - (aa) Nominating Committee shall vote on the candidates for such office separately, and in such vote the names of the two candidates receiving the highest number of votes for such office shall be submitted by the Nominating Committee to the Conference.
  - (bb) The Nominating Committee shall submit to the Asia-Pacific Conference the names of all candidates for the position of nominee for the office of Trustee from the Asia-Pacific region on the Board of Trustees of Kiwanis International; provided, however, that if more than two (2) candidates are nominated, the Nominating Committee shall vote on the candidates and submit the names of the two candidates receiving the highest number of votes to the Conference.
  - (cc) No name shall be submitted to the Nominating Committee as a candidate without the consent of said person being first obtained in writing.

- (dd) When the nomination of candidates for the elective officers or for the designated representative from the Asia-Pacific region to the Board of Trustees of Kiwanis International shall become the order of business of the Asia-Pacific Conference, the report of the Nominating Committee shall be presented by the Secretary/Treasurer.
- (ee) Nothing in these guidelines shall be construed as limiting the right to make further nominations from the floor of the Conference, provided that consent in writing is first obtained from the person being nominated.
- (ff) No person shall be nominated in absentia.
- (d) Delegates and delegates-at-large will be certified by the Committee on Credentials in accordance with the following provisions:
  - (1) Each district shall be entitled in any Conference to three (3) delegates provided, however, that districts having more than 25 clubs shall be entitled to one additional delegate for every 15 clubs in excess of 25 clubs. Such clubs shall be chartered and in good standing with Kiwanis International.
  - (2) Each nation with a non-districted club or clubs chartered and in good standing with Kiwanis International shall be entitled to one (1) delegate.
  - (3) Each delegate, delegate-at-large or alternate shall be an active or senior member in good standing of a chartered club in the Asia-Pacific region, which is in good standing with Kiwanis International.
  - (4) For clubs in a district the delegates shall be elected by such district during its convention, but in no case shall it be later than thirty (30) days prior to the Asia-Pacific Conference.
  - (5) For non-districted clubs, in cases where a nation has only one club, the club board of directors shall elect such delegate. If more than one club exists in a nation, the president of the oldest club formed in that nation shall, within 60 to 75 days before the Asia-Pacific Conference, call a meeting of each club president in such nation (or his duly elected alternate) either in person or by telephone conference call to select the delegate from that nation. There shall be at least ten (10) days written notice as to the time and place of such meeting or conference call. A majority vote of the clubs in the nation is required to select the delegate and alternate. Each club is entitled to one vote.

- (6) Each district or nation with non-districted clubs, at the time of electing its delegate or delegates for the Conference, shall choose alternates equal to the number of delegates permitted, designating such alternates who will serve as a delegate in the numerical order certified, if the delegate or any of the delegates are absent from the Conference. In the event the delegates or alternates are not certified as herein set forth, then the Committee on Credentials shall have the right to determine as to the seating of the delegates or alternates for such district or non-districted nation.
- (7) At least thirty (30) days prior to the Asia-Pacific Conference, the district secretary, club secretary or president of the oldest chartered club in a nation, whoever is appropriate, shall forthwith certify to the Secretary/Treasurer the name or names of the delegate or delegates and the alternate or alternates elected.
- (8) The members of the Executive Board shall be delegates-at-large to the Conference.
- (9) A delegate or delegate-at-large to be accredited must be certified according to the provisions of the guidelines and must have paid a Conference registration fee, if such is required.
- (e) Each delegate and delegate-at-large present shall be entitled to vote on each question submitted or officer to be elected in any Conference. There shall be no voting by proxy. Cumulative voting shall not be permitted.
- (f) In the absence of the Chairman from any Conference, the Vice Chairman shall preside. However, should the Vice Chairman also be absent, the Executive Board shall designate one of its members to act as Chairman.
- (g) A quorum at any regular or special Conference shall comprise the accredited delegates present, provided that at least four (4) districts and three (3) nations of non-districted clubs are represented; provided further that there are at least twelve (12) such nations where non-districted clubs then exist; if non-districted clubs exist in nine (9) to twelve (12) nations, to provide a quorum, at least two (2) nations of non-districted clubs must be represented; if non-districted clubs exist in five (5) to eight (8) nations, to provide a quorum, at least one (1) nation of non-districted clubs must be represented; if non-districted clubs exist in four (4) nations or less, to provide a quorum, there shall not be a requirement for representation from non-districted clubs.
- (h) The Executive Board shall announce the official program and order of business of each Conference.
- (i) At each duly called Conference or prior thereto, the Chairman, subject to the approval of the Executive Board, shall appoint a Sergeant at Arms of the Conference and such Assistant Sergeant at Arms as he may deem necessary or advisable.



- (j) At each duly called Conference or prior thereto, the Chairman, subject to the approval of the Executive Board shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least seven (7) members from chartered Kiwanis clubs from the Asia-Pacific region. In the case of the Committee on Elections all members shall be delegates or delegates-at-large. Four (4) members of each of the foregoing committees shall constitute a quorum.
- (k) At the Conference, resolutions may be proposed for approval by the Board of Trustees of Kiwanis International, by the house of delegates during the International Convention, or by the house of delegates at the Conference.
- 6. Nomination and Election of Officers and the designated representative to the International Board of Trustees from the Asia-Pacific region:
  - (a) The election of the Chairman and Vice Chairman shall be held at the annual Conference.
  - (b) The Secretary/Treasurer shall be appointed by the Chairman, subject to confirmation by the Executive Board.
  - (c) At the annual Conference immediately preceding the Kiwanis International Convention at which the name of the designated representative from the Asia-Pacific region to the Board of Trustees of Kiwanis International is to be presented to the House of Delegates, the election of said designated representative shall be held.
  - (d) The Committee on Elections shall have general charge of the election and of distributing and counting the ballots.
  - (e) The official program of the Conference shall indicate the days and the house for nomination and election of officers and the nominee for the office of International Trustee and shall be subject to change only in accordance with the rules of Conference procedure.
  - (f) Before the opening of the polls the Secretary/Treasurer shall provide the Committee on Elections with a list of the delegates and delegates-at-large as shown by the report of the Committee on Credentials.
  - (g) The voting shall be by ballot only where there are two or more candidates for the same office. Ballots shall be numbered consecutively. No delegate or delegate-at-large shall be allowed to vote unless his name appears on the delegate list as provided in Section 6(f).
  - (h) A majority of all votes cast shall be necessary for the election of the Chairman, Vice Chairman or the representative to the International Board of Trustees from the Asia-Pacific area. In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the Chairman shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all votes cast.

7. Guidelines:

- (a) These guidelines, adopted by a vote of the majority of Chief Delegates, shall be subject to the approval by the Board of Trustees of Kiwanis International.
- (b) These guidelines may be amended by a two-thirds (2/3) vote of the delegates and delegates-at-large to any Conference. Any club or district may submit a proposed amendment to the Secretary/Treasurer but such proposed amendment must be received by him not less than 70 days prior to the Conference. The Secretary/Treasurer shall send a copy of all proposed amendments to the secretary of each chartered club in the Asia-Pacific region not later than sixty (60) days prior to the date of the Conference. Any amendments shall be subject to the approval by the Board of Trustees of Kiwanis International.

8. Parliamentary Authority:

The "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered in these guidelines or by the Constitution and Bylaws of Kiwanis International.

REPORT OF BOARD COMMITTEE ON PROGRAM SERVICES - EDUCATIONTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESOCTOBER 6-10, 1985

Date of Committee Meeting: October 8, 1985

Place of Committee Meeting: General Office

Present: Members - W. J. "Wil" Blechman, M.D., Raymond W. Lansford,  
William L. Lieber, Avelino V. "Beling" Tanjuakio  
Chairman - J. Donovan Jackson  
Staff - Larry J. Horney and Christopher J. Rice  
Other - Frank J. DiNoto; J.J. Johnston, Jr., G. H. "Gil" Zitzelsberger

EDUCATIONKiwanis Education and Leadership Training

The committee reviewed the current status of Kiwanis education and considered further proposed steps to meet Kiwanis' need for effective and consistent member education and leadership training.

Kiwanis needs a professional education program of the highest possible caliber. A complete program will ensure that both members and leaders possess the knowledge and skills to place Kiwanis in the forefront of voluntary organizations. The committee therefore concludes that Kiwanis education should be centralized under one staff department with a qualified director who will (1) analyze the educational needs of the organization, (2) create instruction programs and direct their implementation, and (3) establish criteria by which results can be evaluated. The director should have experience in the areas of corporate management, leadership training, and the design and evaluation of educational instruments and methods.

Recommendation #1:

The Committee recommends that the position of Director of Kiwanis Education be established along with such support personnel and services as may be needed to develop and implement effective Kiwanis membership education and leadership training programs. This recommendation should be referred to the Finance Committee for funding. A copy of the budget request is provided as Exhibit A.

I move that recommendation 1 be adopted.

Leadership Training Pilot Program for Board of Trustees

The Leadership Training Pilot Program is now in its second phase--evaluation. Phase Three, the second pilot program, will begin next spring.

Linda Neburka, instructor for P. M. Haeger, is converting the pilot presentation into a one day program for the Board to review so it can be fully informed about the program. This will be available on January 23, the day prior to the scheduled January Board meeting.

If approved by the Board, this presentation will require funding to cover P. M. Haeger's services and Board expense, estimated at \$3,000.

Recommendation #2:

The Committee requests Board approval of the one day-training session and that the Finance Committee provide funding in an amount up to \$3,000.

I move that recommendation 2 be adopted.

### Leadership Training Pilot

Phase II of the pilot training program has started. Questionnaires have been sent to all participants, and their action plans for 1985-86 are completed. Round tables were held at the three district conventions where participants again came together to discuss the pilot and how it related to their planning. Their response is still very supportive.

### PROGRAM DEVELOPMENT

#### Theme, Goals, and Major Emphasis Program for 1986-87

The Committee reviewed a series of possible Themes and Major Emphasis Programs for the 1986-87 administrative year, as well as Goals that are related thereto. After consultation with the President-elect, the Committee recommends the following Theme, Goals, and Major Emphasis Program.

Recommendation #3:

The Committee recommends approval, in principle, of the following Theme, Goals, and Major Emphasis Program for 1986-87:

#### THEME:

Time to Care

#### GOALS:

Emphasize respect for human and spiritual values.  
Improve the quality of life for less fortunate persons.  
Unite the Kiwanis Family in greater service to mankind.  
Expand fellowship and service through worldwide Kiwanis growth.

#### MAJOR EMPHASIS PROGRAM:

Title--Make Miracles Happen

This will be accomplished through assisting children in hospitals, therapeutic or trauma centers, and vocational education facilities who need medical and personal attention.

I move that recommendation 3 be adopted.

The Committee observed that the Major Emphasis Program has great potential for projects on the district and division level, as well as the club level. The types of projects favored for the MEP may differ from one country to another, but it is designed to encompass a variety of needs and responses.

#### Youth Exchange Program

The Committee reviewed the outline of the youth exchange program and requested staff develop a complete analysis of insurance costs and the liability of Kiwanis International, if such a program is initiated, to be available at the January Board meeting.

#### Children's Miracle Network Telethon

Kiwanis clubs have reached a new level of involvement in the Children's Miracle Network Telethon. Staff is now working with representatives of the Osmond Foundation, which sponsors the telethon, to establish a communications network that will inform participating clubs and special district chairmen about the variety of possible support activities for the telethon.

These communications will also go to representatives of participating hospitals, regional coordinators of the Osmond Foundation, and the Foundation's home office.

We will communicate the good ideas developed last year, the best ways to initiate cooperation with a hospital, a suggested timeline, and sources for additional information.

#### Future Relationship of Kiwanis International With the National Farm-City Council

The Committee reviewed the twenty-five year long relationship of Kiwanis International and the National Farm-City Council. It was considered particularly noteworthy that the Council operates on a no-cost basis to Kiwanis and that National Farm-City Week is the second most participated in Kiwanis program.

#### Recommendation #4:

The Committee recommends that Kiwanis continue as the coordinating agency of the National Farm-City Council.

I move that recommendation 4 be adopted.

#### Long-Range Planning

The Committee noted references made to it in the document on Long-Range Planning. Individual committee members and staff will, in the meantime, study and research the material. Action on these items was deferred until future Board meetings.

Respectfully submitted,

W. J. "WIL" BLECHMAN, M.D.  
RAYMOND W. LANSFORD  
WILLIAM L. LIEBER  
AVELINO V. "BELING" TANJUAKIO  
J. DONOVAN JACKSON, Chairman

EXHIBIT A

Exhibit A of the Report of Board Committee on Program Services-Education  
is now Exhibit #12 of the minutes.

## MEMORANDUM

TO: Ronald West  
Finance Committee  
Kiwanis International Board

FROM: Larry J. Horney *LJH*  
Assistant Secretary for  
Communications & Education

SUBJECT: Proposed Director of Education  
and Staff

October 2, 1985

Listed below are approximate costs for creating the Department of Education and staff:

100-Salaries		
01-Department Salaries	(Director)	\$40,000
	(Secretary)	15,000
101-Salary Allocation		
90-Office Services		1,500
103-Stationery and Supplies		
01-Misc. Office Supplies (For Office Set-up)		1,000
90-Office Supply Allocation		1,500
104-Postage and Express		
90-Allocation		1,000
105-Telephone and Telegraph		
90-Allocation		1,020
91-Long Distance		2,000
106-Miscellaneous Office		
02-Assoc. Dues & Ed Bks.		1,500
110-Travel		
01-Local		500
02-USA & Canada		4,000
178-Equip. Rental & Service		
90-Printing & Photocopy Alloc.		2,500
Company Benefit Allocation		14,190
(Based on 25.8% of the salaries of Director and Secretary)		
TOTAL		<u>\$85,710</u>

EXHIBIT #13

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

October 6-10, 1985

Date of Committee Meeting: October 8, 1985

Place of Committee Meeting: General Office

Present: Members - Morton O. Alper, D.D.S., William L. Lieber, John D. Morton, Sr.  
Chairman - W. J. "Wil" Blechman, M.D.

Staff - Blair Austin, Steven W. Baker, David L. Blackmer, Patrick  
A. Hatcher, Larry J. Horney, Charles M. Jonak, W. Thomas  
Nelson, James Patterson, A. G. Terry Shaffer, Charlene  
Young, David Williams

Other - John Kirby Ewing, J.J. Johnston, Jr.

APPOINTMENT OF PARLIAMENTARIAN AT FUTURE CONVENTIONS

In response to a resolution adopted by the Past Presidents in Toronto, the Committee considered criteria for the appointment of parliamentarians at the future international conventions. The Committee recognizes two related issues in this regard: first, the need for the President to have some flexibility in appointing a parliamentarian with whom he is comfortable; second, the need for the convention business sessions to be guided by the most competent parliamentary counsel possible. The Committee regards the parliamentarian's membership or non-membership in Kiwanis as a secondary issue.

Recommendation #1:

The Committee recommends that the International President be permitted to hire or appoint as convention parliamentarian any individual who is certified by the National Association of Parliamentarians.

I move that Recommendation 1 be adopted.

Recommendation #2:

The Committee recommends that a new Board Procedure - 157 - Convention Parliamentarian - be adopted which reads as follows:

157 - Convention Parliamentarian

The Convention parliamentarian will be a person certified by the National Association of Parliamentarians.

I move that Recommendation 2 be adopted.



PROPOSED PROCEDURE REGARDING INAPPROPRIATE CAMPAIGN ACTIVITIES AT  
INTERNATIONAL CONVENTION

The Committee reviewed campaign activities and practices at several recent International Conventions and concluded that a brief set of candidate guidelines should be created. Staff has been directed to develop a proposal for review at the January meeting.

INTRODUCTION AT INTERNATIONAL CONVENTION ON SUNDAY NIGHT

The Committee discussed the purposes and content of an International Convention in order to decide the directions which we should take to make future conventions more meaningful, enjoyable, and inspirational for attendees. Referring to club leadership, the Committee emphasized the need to market the Convention especially to incoming club presidents and officers.

Specific goals of Convention should include education (training), motivation and inspiration, fellowship, entertaining the attendees and leaving them with a high regard for Kiwanis. While tradition can be important in preparing a Convention program, neither it nor any other part of the proceeding must bore the audience.

The Committee reviewed various aspects of Convention including club clinic booths and other exhibits, forums, speakers, audio-visual support of the total Convention, and the content of general sessions.

The Committee is of the opinion that forums need to provide more specific information (show and tell) and should stress greater audience participation and a number of approaches to subjects plus skill in presenting the subjects. Money should be made available to provide audio-visual support where needed. No specific recommendation is available at this time. Exhibits should be urged to have a more festive and stimulating atmosphere. The Club Clinic area requires volunteer Kiwanis personnel, but these people must be qualified or else trained to the subject, if they are to be effective. Speakers should be uplifting/entertaining/motivational/educational. We do not presently have speakers who fulfill that role(s) consistently. We may well need to consider more use of professional speakers. Clubs with recognized successful projects could be urged to man a booth presenting their programs.

The Committee is in basic agreement that the Convention should emphasize training and education over social aspects, feeling that the ratio should be about 65/35.

The Committee is also unanimous in feeling that Kiwanis deserves first class International Conventions but is not, and has not been, getting them. They were also unanimous that planning for Conventions is being done too late. We should ideally be essentially finished with the Houston Convention by this time and working on the Washington Convention.

Recommendation #3:

The Committee recommends that Convention planning be advanced one year so that the Board is involved with both the present and subsequent year Conventions and that staff support be supplied to make this work.

I move that recommendation 3 be adopted.

Only one musical interlude will take place at each main session. In addition, tightening of the entire program is necessary to maintain the interest of attendees.

To help with this, introductions will be modified as follows:

Sunday Night/Opening Session	- Governors with wives
	- Wife of President
Monday Morning	- Foundation Board without wives
Tuesday Morning	- International Chairmen without wives
Wednesday Evening/Closing	- Past Presidents and Secretaries Emeriti without wives
	- New Board without wives
	- Wife of President and President-designate

In addition, the presentation of awards involving the Distinguished Governor Program will be moved to the Awards Luncheon.

At its Planning Conference in Houston, the Committee directed that all information related to the Houston Convention shall incorporate the dates June 22 - June 26 in order that Kiwanians and their families will remain through the Wednesday night session. Further stimulus will be the upgrading of Wednesday night entertainment. At this Board Committee Meeting, it was decided to recommend the scheduling of programs on Thursday morning to enhance the Convention. It is envisioned that this closing session will retain the retirement of the colors, a well-known speaker, an invitation to the 1987 International Convention, and Auld Lang Syne.

Recommendation #4:

The Committee recommends that the Closing Session of the International Convention be held on Thursday morning, June 26.

I move that recommendation 4 be adopted.

The Committee believes that an event should be held which is geared specifically to those Kiwanians who are attending an International Convention for the first time. Accordingly, staff is directed to develop a "first-timer's breakfast" to take place on Monday morning, June 23. It will be a no-host affair.

The Committee is grateful to J.J. Johnston, Jr., International Chairman on Retention and Education, and to John Kirby Ewing, General Host Chairman for the Houston Convention for their contributions to this portion of the meeting.

#### REGISTRATION FEE FOR HOUSTON

The Committee discussed increasing the registration fees for Houston due to increased projected expenses. It was decided that by utilizing the current interest on the convention reserve fund, the registration fees should be held at the previous year's figures.

#### Recommendation #5:

The Committee recommends that the registration fee of \$70 Kiwanian and \$25 Spouse/Guest apply for the 71st Kiwanis International Convention in Houston, Texas.

I move that recommendation #5 be adopted.

#### WORLD SERVICE AWARD

The Committee reviewed the World Service Award and has been advised that applications were sent out and that review of said applications will be made in January. Staff should advise the recipients of this award that it does not include any monetary donation at the time of presentation.

#### TOURS AT CONVENTION

The Committee discussed the decision made at the August Planning Conference to promote only the women's and children's tours during Houston's convention. Promotional material for those tours only would be distributed in order to avoid potential conflicts.

If Tuesday afternoon is to remain free, then promotional tours should be allowed for delegates at that time.

#### SUGGESTIONS FOR SUPERSTAR ENTERTAINMENT - HOUSTON

The Committee discussed the suggested entertainment for Houston and requested that staff provide cost/availability factors for the following performers:

1. Peter, Paul & Mary
2. Andy Williams
3. Steve Lawrence/Edye Gorme
4. Robert Goulet and/or Julie Andrews.

Staff will also ascertain the cost of having two acts for Superstar Night.

#### HOTELS FOR 1986 CONVENTION

The Committee reviewed hotel assignments and various quotas for districts for the Houston Convention.

#### SHUTTLE SERVICE FOR HOUSTON CONVENTION

The Committee discussed the current facts regarding the shuttle system and, upon recommendation from staff, is awaiting additional information on the cost of the shuttle service.

#### HEALTH INSURANCE

Health insurance for convention attendees for overseas members was discussed. Ed Hecht will supply the Meetings and Conventions department with additional information in the next thirty days.

#### REPORTS GIVEN BY TREASURER AND CHAIRMAN OF THE FINANCE COMMITTEE

The Committee feels that both the Treasurer and Finance Committee Chairman should give separate reports to the House of Delegates.

#### ADDITIONAL ITEMS:

##### 1989 - ORLANDO SITE FOR THE 74TH KIWANIS INTERNATIONAL CONVENTION

It was brought to the Committee's attention that the Convention Centre in Orlando has not yet been upgraded and enlarged. The confirmation for such is pending bond approval; staff states that this should be voted upon in April of 1986. In light of these facts, a letter is being sent to the Executive Director of the Orlando/Orange County Convention Bureau requesting an update on the situation concerning the criteria for Kiwanis International's convention. A deadline date has been mentioned in the letter so that the Board and staff may again discuss this issue at the January Board Meeting.

##### HOUSING COSTS IN WASHINGTON, D.C.

The Board Committee requested that staff research the possibility of having a six-day hotel rate for 1987's International Convention in Washington, D.C. which would encourage pre- or post-convention activities. The six-day rate should incorporate a "free" seventh day for the convention attendees. Staff will provide information on this item at the January Board Meeting.

##### REVISED CRITERIA FOR GENERAL HOST COMMITTEE CHAIRMAN AND CONVENTION SITES

Staff has been requested to update the guidelines for the Convention's Host Committee Chairman as well as the criteria used for potential convention sites.

## KIWANIS MAGAZINE

### Editorial

Highlights of the magazine's editorial content were reviewed by the Committee. Excellent feature articles have appeared recently, such as the report on worldwide terrorism in September. The November-December magazine will feature a staff-written article about "Kiwanians in Government."

The Committee noted that an increasing number of the magazine's articles are being staff-written, which provides cost-savings and more efficient use of personnel. Also noted was the magazine's emphasis on international aspects to feature-article subjects.

The Committee reviewed the magazine's revised free-lance writer's guidelines (Exhibit A ) and the current magazine subscription campaign, which has included advertisements in Kiwanis magazine and a promotional letter in the October general mailing.

Staff reported significant cost increases in three of the Magazine Department's major line items: mailing, printing, and paper costs.

### Art and Production

The Committee reviewed the responsibilities of the art and production staff, which plans and produces the art and design of Kiwanis, Circle K, and Keynoter magazines and the various editions of the Bulletin for Kiwanis Officers. In addition, more than 500 collateral jobs are handled annually, including International Convention materials and membership growth brochures. Currently, both the Kiwanis supplies catalog and the youth groups' supplies catalog are nearing their final stages of production.

## PUBLIC RELATIONS

The staff presented two new public service announcements for television and radio. One features US President Ronald Reagan, speaking on behalf of community food programs. (Exhibit B ) The President Reagan PSA has been approved by NBC and ABC. The President Reagan spot is also part of a complete public-service package that includes full-page print ads and billboards. (Exhibit C ) The other features Miami Dolphins football star Mark Clayton, endorsing voluntarism and community involvement. The Mark Clayton PSA has been approved for free broadcast by all three US networks. These new television spots are the first to be produced by a community service organization with closed captioning for the hearing impaired.

The estimated advertising value of Kiwanis PSAs aired by the networks during the first six months of 1985 totals \$6.8 million. Print ads in major magazines, billboards, and local broadcasts raise the total to at least \$7.5 million. (Exhibit D )

A musical radio spot and a print ad are also being produced for clubs to say "thank you" for community support. Each has a blank segment where clubs can insert a list of their local activities.

The Kiwanis television documentary, "Volunteers In Action: Kiwanis Today," completes its planned three-year lifespan this year. Thanks to a grant from the Kiwanis International Foundation, taping of new segments for a revised and updated documentary are underway. These segments include horseback riding for the handicapped in Florida, Casa Loma in Toronto, a Kiwanis camp for crippled children, a folk festival in New Mexico, and the children's orchestra from Norway that appeared at the Vienna Convention, among others. All districts have been invited to submit videotapes of club activities for possible inclusion.

The public relations staff is also coordinating the collection of donations for Dr. Giuseppe Maggi, Kiwanis World Service Medal winner. Special accounts have been established in Indianapolis and Zurich. Appeals for club participation have been included in Kiwanis Magazine, the General Mailings, and President Don's recent letter to all club presidents. Support will also be solicited from medical and pharmaceutical companies, charitable foundations, and other non-Kiwanis agencies.

#### ADVERTISING

KIWANIS magazine has just concluded a fantastic year from an advertising perspective. Both the quantity and quality of advertising have improved tremendously during this period. Year-end advertising revenues total \$403,209, with outside sales of \$375,093 and "house" advertising of \$28,116. This outside sales figure exceeds last year's total by more than \$97,000. The total revenue amount exceeds the previous best year ever by approximately \$70,000.

In addition, the quality of advertising carried has also been significantly improved with the acquisition of advertisers such as the U.S. Postal Service, 3M, Hertz Corporation, etc.

Uncollectable Receivables will be, for the second straight year, cut in half and 50% below our budgeted total for the year.

We anticipate continued improvements in both quantity and quality in 1985-86. This growth and projected continued growth are the result of:

- \* Stabilized personnel.
- \* Replacement of representatives in two territories and expansion of our representative network.
- \* Improvements in the quality and quantity of sales materials and our sales support structure.
- \* Increased face-to-face selling.
- \* Innovative sales ideas, strategies, and techniques. Our Reader Service feature, begun in 1984, is producing increasing reader involvement with KIWANIS magazine and increased results for advertisers.

Our retirement planning program has not only resulted in business from American Council Life Insurance, but interest and attention from a number of other advertisers and prospects.

\* Flexibility of Service. Some of the tools have been the computer issue, the June/July Convention Section, A/B Splits, and special inserts.

We are currently developing expanded utilization of our Reader Service concept, creation of a Speakers Bureau to be promoted through the Reader Service Program and administered through the advertising department, a theme section for promotion of Farm/City, sponsored and supported by the Farm/City board members' companies, evolution of the Convention Section approach and a number of other unique concepts. We have also expanded our Reader Service feature to promote other internal operations by including Supplies Catalogs, PR Handbooks and PSAs, and program materials from program development.

1985-86 is off to an excellent start, and we anticipate another banner year. However, our success by definition puts a stress on magazine budgets, not just advertising but editorial and production. This is caused by the demand for increased pages in the publication. Our increased business and programs push our manpower resources and point out our acute need for the automation discussed in detail last year as a part of the communications department capital expenditure request. Advertising urgently needs the PC system contained in both our departmental request of last year and in the revised International Office Automation request for capital expenditure this year. Our potential for the coming Fiscal Year will be greatly affected by whether or not and how soon this microprocessor system can be obtained and put on line in the advertising department.

#### BKO

The traditional **Bulletin for Kiwanis Officers (BKO)** is being expanded to include new editions for club officers in Africa, Asia-Pacific, Central and South America, and Europe. The current BKO will continue to serve club officers in North America.

The editorial concept statement for the BKO-regional editions is attached. (Exhibit E ) It outlines the two primary functions of the publication and the types of information contained in each issue. While some articles of a general nature will appear in all five editions, a number of articles and informational items in each edition will be targeted toward the readership of each region.

A vital element in the success of the regional edition concept is the establishment of dependable sources of information outside North America. The attached editorial concept statement and a list of specific editorial guidelines for the submission of articles to the BKO will be sent to all non-North American district governors and district bulletin editors.

The district bulletin editors, district governors, and club presidents in non-districted areas will be encouraged to submit information.

The five editions will share the same format and design, with occasional exceptions when necessary. The new format and design introduced this administrative year differs slightly from previous BKOs.

The graphics used in each edition have been streamlined to be more pleasing to the eye. The increasing use of photography in each edition will also make the publication more interesting to read.

During the 1985-86 administrative year, the North American edition will continue to be published eight times. Four issues of the Asia-Pacific edition--October, January, April, and June--will be published. Europeans will receive January, May, and August issues, while the Central and South American, and African editions will be published in February and July. The number of issues published for each of the four non-North American editions will be expanded based on the amount of information received and the response of the readership during the first year of publication.

The expansion of the **Bulletin for Kiwanis Officers** to serve non-North Americans will play a vital role in the increasing internationalization of Kiwanis. However, the development of international sources of information will be a long and time-consuming process. The determination of what types of news and information is important to Kiwanians in various parts of the world can only come about through constant communication, research, and the response of each edition's readership.

Respectfully submitted,

MORTON O. ALPER, D.D.S.

WILLIAM L. LIEBER

JOHN D. MORTON, SR.

W. J. "WIL" BLECHMAN, M.D., Chairman



# KIWANIS

A MAGAZINE FOR COMMUNITY LEADERS

## A WRITER'S GUIDE TO KIWANIS MAGAZINE

KIWANIS magazine is a fifty-two-page monthly publication, except for combined June-July and November-December issues. It is distributed to the 290,000 members of Kiwanis International in North America, as well as to clubs in more than seventy other overseas nations. Although KIWANIS is the official publication of this men's service organization and is responsible for reporting organizational news, each issue also includes from five to seven feature articles geared to the interests of Kiwanians and their families.

Kiwanis club members are business and professional men who are actively involved in community service. To help you identify the audience to which you are writing, here are some statistics on KIWANIS magazine readers:

- Median age -- 55
- Median household income -- \$44,900
- Manager/administrator -- 49%
- Business owner -- 18%
- Professional -- 14%
- Graduated high school -- 97%
- Attended/graduated college -- 84%
- Married -- 88%
- Own a home -- 94%
- Market value of home -- \$98,000
- Median size of company/business -- 32 employees

Kiwanians are interested in a variety of subjects, and, hence, free-lance written manuscripts submitted to KIWANIS may deal with almost any topic of interest to an intelligent male audience. Editorial need is primarily for articles on current business, social, humanitarian, youth, self-improvement, and community-related topics. Other subjects of continuing appeal include international issues, health and fitness, family relations, leisure-time use and recreation, travel, sports, consumer trends, education, and transportation.

The magazine has a special need for articles on business and professional topics that will directly assist readers in their own businesses and careers.

Some of KIWANIS magazine's recent titles have included: "Quality Circles: Reshaping Business," "Unmasking Terrorism," "The Plight of the Homeless," "Dentistry's New Dynamics," "The Double Threat of Diabetes," "Looking Out for Latchkey Kids," "Urban Forests Take Root," and "How to Manage Time."

Articles published in KIWANIS are of two general types: serious and light nonfiction. (No fiction, poetry, filler items, jokes, or first-person accounts are used.) Manuscripts should be between 2,000 and 3,000 words in length (eight to twelve pages, typed double-spaced). Payment is on acceptance, ranging from \$400 to \$1,000 depending on current editorial need, depth of treatment, appeal to the magazine's readership, and other factors. Queries are preferred to manuscript submissions.

Proposed articles are tested against two major criteria: They should (1) be about an overall subject rather than an individual person, place, organization, or event, and (2) have applicability in the lives and concerns of KIWANIS magazine's readership.

In addition, an article, when feasible, should be international in scope, providing information from various world regions. Writers should be aware that KIWANIS is not an exclusively US magazine--it has readers in Canada, Europe, Central and South America, Australia, Africa, and Asia as well. Terms such as "our nation" and "our president" must be avoided. Articles on global topics, particularly if they have a strong bearing on current US developments, could be ideally suited for KIWANIS.

In all manuscripts, a writer's treatment of a subject must be objective and in depth, and each major point should be substantiated by illustrative examples and quotes from persons involved in the subject or qualified to speak on it. The question "why?" should be as important as "what?" and perceptive analysis and balanced treatment are valued highly. Serious articles should not contain intrusions of the writer's views. Writing style should not be pedantic but rather smooth, personable, and to the point, with anecdotes, description, and human detail where appropriate.

Treatment of light subjects must be as authoritative as serious topics, but humorous examples and comparisons and a lighter writing style are valued where needed.

An article's lead must be strong, drawing the reader's attention and setting the tone of the piece. It should be followed by a clear statement of the article's central point: The reader should quickly know what he is going to read about and why.

Manuscripts also should contain pertinent background and historic information, as well as a balanced presentation of issues. Firsthand interviews as well as research of published sources are essential. All information should be the most current available on the subject. And the article's conclusion should summarize the consequences of what has been said.

Writers should keep in mind a crucial point: If you do not find what you are writing to be interesting, neither will the reader. Strive to present new concepts and valuable information with a creative writing style.

Photos are not essential, but they are desirable when they are of high quality and add substantially to the impact of the text. Black-and-white photos should be 8-by-10-inch glossy prints; color transparencies are used but less often. All photos should be captioned and are purchased as part of the manuscript package.

Chuck Jonak  
Executive Editor  
KIWANIS Magazine  
3636 Woodview Trace  
Indianapolis, Indiana 46268  
(317) 875-8755

**Now Available...Order Today!**

## **Kiwanis International - T.V. PSA spot**

**PRESIDENT RONALD REAGAN**

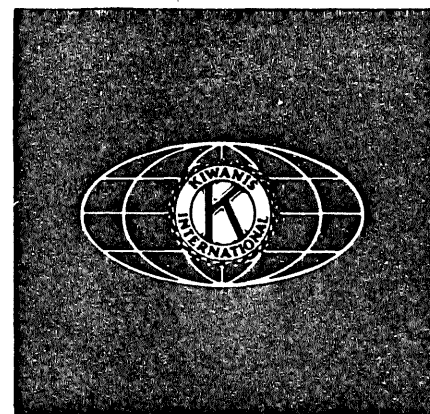
**Support Community Food Programs Voluntarism Makes a Difference**



**Announcer:** PRESIDENT  
RONALD REAGAN  
TWO OF OUR NATIONS GREAT  
RESOURCES ARE AN ABUNDANCE  
OF FOOD AND THE SPIRIT OF  
VOLUNTARISM. OPERATION CARE  
AND SHARE IS A PRIVATE SECTOR



INITIATIVE WHERE BUSINESS,  
CHURCHES AND CIVIC GROUPS  
ARE LENDING A HAND TO SUPPORT  
LOCAL FOOD PROGRAMS.  
PARTNERSHIPS ARE FORMING  
ACROSS THE NATION TO SHARE  
OUR BOUNTIFUL RESOURCES WITH



THE NEEDY.  
YOU CAN CARE AND SHARE BY  
HELPING YOUR OWN COMMUNITY  
FOOD PROGRAM.  
**Announcer:** VOLUNTARISM BUILDS  
BETTER COMMUNITIES. A PUBLIC  
SERVICE MESSAGE FROM YOUR LOCAL  
KIWANIS CLUB

Kiwanis International Public Relations Department  
3636 Woodview Trace • Indianapolis, IN 46268 • 317-875-8755

Name \_\_\_\_\_ Title \_\_\_\_\_

Station \_\_\_\_\_

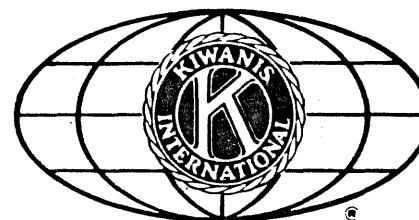
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_



**“Support community food programs.  
Voluntarism makes a difference.”**

*Ronald Reagan*



**A PUBLIC SERVICE SPONSORED BY YOUR LOCAL KIWANIS CLUB & OUTDOOR ADVERTISING ASSN:**



*"The American spirit of voluntarism reflects the national character of a people who are willing to share not only their possessions but also their time and energy."*

—President Ronald Reagan



## Operation Care & Share

President Reagan, in cooperation with a wide range of national voluntary organizations, service clubs and fraternal groups, trade associations, labor unions, and corporations has called on all Americans to join Operation Care and Share to help feed those in need at the community level.

Operation Care and Share is a national private sector initiative to increase public awareness and understanding of how private citizens and their organizations can feed the needy in the United States by mobilizing greater human, financial, and in-kind resources in support of local food programs.

"Two of our nation's greatest resources are an abundance of food and the American spirit of volunteerism," says President Reagan. "Partnerships are forming across the nation to share our bountiful resources with those in need, in ways that respect their dignity as citizens."

As a National Partner in Operation Care and Share, Kiwanis International has invited its 7,000 US Kiwanis clubs to sponsor Kiwanis Cupboards or emergency food box programs and assist in the creation or expansion of community food banks.

You too can Care and Share as an individual volunteer or through your business, church, and community organizations. Contact your local food bank or social service agencies to find out how. Neighbor helping neighbor — it's the American way.



More than 70 years  
of community service

The Bulletin for Kiwanis Officers has been published by Kiwanis International for approximately 40 years. Though the publication has had different names and a variety of formats, its basic purpose always has been to serve as a source of news for Kiwanis club leaders.

The BKO serves as an internal publication, which limits its content to subjects that relate to the activities of Kiwanis International, its districts, and its clubs. The expansion of the BKO to serve club leaders outside North America requires that the regional editions for Africa, Asia-Pacific, Central and South America, and Europe include Kiwanis news related to those regions.

The BKO has two primary functions, and therefore the editorial content of the publication is restricted to serving those two functions.

The first function is to provide readers with a listing of important dates either established by, or related to, Kiwanis International. These dates include Kiwanis International official observances, sponsored youth observances, and national holidays of the countries served by each regional edition. The dates of other organizations' events that are related to Kiwanis International also might be included.

Additional dated information includes deadlines for the completion of reporting forms, registration for Kiwanis events, and other Kiwanis materials that must be completed by a specific date.

The second function of the BKO is to serve as a management tool for club leaders. Articles focus on the primary functions of club management-administrative procedures, membership recruitment and retention, and community service. Various aspects of these subjects are reviewed, with emphasis on how to accomplish specific goals and tasks.

Additional articles on programs, special events, elections, conventions, and other activities of Kiwanis International keep leaders informed about how these events will affect their clubs. In the regions outside North America, the inclusion of regional news is especially important because there are few other sources of information.

To facilitate the gathering of Kiwanis news outside North America, regional correspondents also will be established in every non-North American district. Where needed, correspondents also will be established in non-districted areas. Each correspondent will be provided with a set of guidelines for editorial content, similar to those outlined above.

Based on these guidelines, correspondents will forward to the BKO editor any information they feel would be of interest to the readers in their regions. The editor will exercise final judgment as to whether information provided by correspondents can be included in the BKO.

As channels of communication are established, future editions of the BKO will feature more in-depth stories relating to each region.

REPORT OF BOARD COMMITTEE ON LONG RANGE PLANNING  
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 6-10, 1985

Date of Committee Meeting:                      October 7, 1985

Place of Committee Meeting:                      General Office

Present: Members - Raymond B. Allen, Raymond W. Lansford, Gene R. Overholt  
                 Chairman - Anton J. Kaiser  
                 Staff - W. Thomas Nelson, Jr.

PROPOSED CONCEPTUAL GOALS FOR KIWANIS' LONG RANGE PLANNING PROGRAM

The development of a strategic planning program begins with the establishment of conceptual goals. These goals are statements of long range or permanent ideals, values, aspirations, etc., which together constitute the basic purposes or raison d'etre of an organization. They provide essential overall focus and direction to the remaining portions of the strategic planning process.

The Committee considered a wide variety of potential conceptual goals for Kiwanis before agreeing on the following five.

Recommendation #1

The Committee recommends that the following Conceptual Goals be adopted for the Kiwanis International Long Range Planning Program.

1. Kiwanis seeks to attain the Objects of Kiwanis, which have stood the test of time and are as relevant and viable today as when originally crafted in 1924.
2. Kiwanis seeks to exemplify its motto "We Build." by building better lives and better communities throughout the world.
3. Kiwanis seeks to be the leading community service organization in the world by achieving institutional excellence.
4. Kiwanis seeks to attract and develop succeeding generations of members and leaders to carry on the organization's work in the years ahead.
5. Kiwanis seeks to become fully international by offering a quality service club experience to community leaders throughout the world.

I move that recommendation #1 be adopted.

THE ROLE OF THE BOARD COMMITTEE ON LONG RANGE PLANNING IN THE DEVELOPMENT OF OPERATING OBJECTIVES

The Operating Objectives for Kiwanis International's Long Range Planning Program will be developed by various Board Committees and subsequently adopted by the entire Board of Trustees. Prior to presenting its Operating Objectives to the entire Board, however, each Committee is requested to share its proposals with the Board Committee on Long Range Planning.

This Committee's role in the process of developing the Operating Objectives is that of a clearing house. It will not pass judgment on another Committee's work; its role is to ensure that all Operating Objectives presented to the Board for action are comprehensive, consistent, and compatible.

IMPLEMENTATION SCHEDULE FOR THE LONG RANGE PLANNING PROGRAM

The Committee respectfully requests that the Operating Objectives presented by staff at this meeting be thoroughly reviewed by the appropriate Board Committees and presented to the Long Range Planning Committee before the January meeting, and then to the Board for action at that meeting. After Board approval of the Operating Objectives, staff will begin development of Action Strategies for each Objective. The Action Strategies will be submitted to the Board for approval at a future meeting.

REVIEW OF THE 1985 STRATEGIC LONG RANGE PLANNING QUESTIONNAIRE

The Committee reviewed the Results of the 1985 Long Range Planning Questionnaire of the VIPs which were distributed at the Toronto Convention. This document contains a wealth of information regarding the thinking of district and international leaders and has already contributed significantly to Kiwanis' planning program.

Staff reported that the results of the second questionnaire - administered to the House of Delegates last summer - will be available for review at the January meeting and this will provide important additional information and insight regarding the views of clubs and divisional leaders toward Kiwanis' future.

Respectfully submitted,

RAYMOND B. ALLEN

RAYMOND W. LANSFORD

GENE R. OVERHOLT

ANTON J. KAISER, Chairman



MINUTES OF THE EXECUTIVE BOARD SPECIAL MEETING

CONFERENCE CALL -- INDIANAPOLIS, INDIANA

Friday, July 19, 1985

Participants: Raymond W. Lansford, Chairman  
Donald E. Williams  
Aubrey E. Irby  
Frank J. DiNoto  
Mark Arthur, Jr.  
Anton J. Kaiser  
Noris A. Lusche  
G. H. "Gil" Zitzelsberger

A meeting of the Executive Committee was held on the 19th day of July, 1985, by conference telephone. President Lansford presided.

The International Secretary recommended that the senior staff be reduced from four persons to three by abolishing the division of Program Services and the division of Member Services and instituting a new division of Membership with Speegle Berry as Assistant Secretary for Membership.

Upon motion made by Immediate Past President, Aubrey E. Irby, supported by President-designate Donald E. Williams, and unanimously carried, it was

**RESOLVED**, That the General Office senior staff be reduced from four persons to three by abolishing the division of Program Services and the division of Member Services and instituting a new division of Membership with Speegle Berry as Assistant Secretary for Membership.

A. G. Terry Shaffer and James L. Sheets will be offered other positions on the staff.

The meeting was then adjourned, its business having been conducted.

Respectfully submitted,

G. H. "Gil" Zitzelsberger  
International Secretary

WAIVER OF NOTICE OF  
JULY 19, 1985, MEETING OF  
EXECUTIVE COMMITTEE OF KIWANIS INTERNATIONAL

We, the undersigned, being all the members of the Executive Committee of the Board of Trustees of Kiwanis International, an Illinois not-for-profit corporation, hereby waive notice of the special meeting of the Committee held by conference call July 19, 1985, and further, we consent to the action taken as reported in the minutes reported above.

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Raymond W. Lansford, Chairman

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Donald E. Williams

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Aubrey E. Irby

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Frank J. DiNoto

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Mark Arthur, Jr.

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Anton J. Kaiser

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Noris A. Lusche

MINUTES OF EXECUTIVE BOARD SPECIAL MEETINGCONFERENCE CALL -- INDIANAPOLIS, INDIANAMonday, September 30, 1985

Participants: Raymond W. Lansford, Chairman  
Donald E. Williams  
Aubrey E. Irby  
Frank J. DiNoto  
Mark Arthur, Jr.  
Noris A. Lusche  
Anton J. Kaiser

Other Participants: G.H. "Gil" Zitzelsberger  
Ronald L. West  
Edward M. Hecht of Donchin - Hecht &  
Company, Chicago, Illinois

The International Secretary and the Assistant Secretary for Administration reported on our Comprehensive Liability Coverage for 1985/86. They recommended that the offer from Royal Insurance be accepted.

The following motion was moved by Treasurer Frank J. DiNoto and seconded by Vice President, Tony Kaiser and Unanimously carried.

PREAMBLE

Recent developments in the liability insurance industry have caused most carriers to decline to bid on our comprehensive general liability insurance. In the industry at large the doubling and tripling of rates is common. Kiwanis International is no longer able to obtain coverage at a reasonable cost except on a "stop loss" basis. Royal Insurance has offered a policy with coverage comparable to our prior policy and written in the amount of \$1,000,000 for each occurrence arising during the administrative year; however, Kiwanis must reimburse Royal the first \$100,000 of the amount paid for each occurrence, but not more than \$300,000 for losses during the year. In addition, Kiwanis must reimburse Royal 15% of the cost of each claim to Kiwanis to a maximum of \$45,000.

Under the Royal policy the fixed costs for administration and insurance is \$436,250 or approximately \$1.58 per member. Based on prior experience the projected cost of claims and expenses is \$140,900. Should these projected costs be correct, the total cost of this policy, including claims would be \$2.09 per member.

The maximum cost to Kiwanis if the full deductible is used, would be \$777,250 or approximately \$2.82 per member. Actual costs will not effect operating funds but will effect the insurance reserves. The policy is effective for claims arising during the entire year, October 1, 1985 to September 30, 1986, even though the claim is filed after September 30, 1986.

BE IT RESOLVED, That the offer of comprehensive liability coverage from Royal Insurance is accepted.

Respectfully submitted,

G.H. "Gil" Zitzelsberger  
International Secretary

WAIVER OF NOTICE OF  
SEPTEMBER 30, 1985, MEETING OF  
EXECUTIVE COMMITTEE OF KIWANIS INTERNATIONAL

We, the undersigned, being all the members of the Executive Committee of the Board of Trustees of Kiwanis International, an Illinois not-for-profit corporation, hereby waive notice of the special meeting of the Committee held by conference call September 30, 1985, and further, we consent to the action taken as reported in the minutes reported above.

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Raymond W. Lansford, Chairman

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Donald E. Williams

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Aubrey E. Irby

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Frank J. DiNoto

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Mark Arthur, Jr.

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Anton J. Kaiser

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Noris A. Lusche

REPORT TO THE BOARD COMMITTEE ON YOUTH SERVICES  
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES  
OCTOBER 6-10, 1985

Date of Committee Meeting: October 8, 1985

Place of Committee Meeting: General Office

Present: Members - Morton O. Alper, D.D.S.

C.A. Dillon, Jr.

W. Donald Goodfellow, Q.C.

John D. Morton, Sr.

Robert A. Wagner

Chairman - Raymond B. Allen

Staff - Speegle Berry, George F. Langguth, Carolyn J. Seymour,  
James P. Tinsley, Jr.

**YOUTH SERVICES**

**Every Child A Swimmer Program**

A discussion of the "Every Child a Swimmer instructional program" took place, based on correspondence received from G. Harold Martin, past Kiwanis Governor of the Florida District and one of the founders of the Every Child A Swimmer program. Capsulized, Mr. Martin's suggestions included expansion of the program through the creation of a department within Kiwanis International under a program administrator and necessary support staff. Following a review of the correspondence and input from the Committee members and President Donald E. Williams, the following recommendation was proposed:

**Recommendation #1**

The Kiwanis International Board continues to encourage the promotion of the Every Child A Swimmer program and calls for its continued endorsement at the club level. The Board recognizes that the program can prevent needless drownings. However, the Board deems it inadvisable for Kiwanis International to provide an administrative department or administrative staffing to promote and implement the program. Kiwanis will continue to make available informational literature and instructional course outlines through the International Office in support of the program by the local club.

I move that Recommendation 1 be adopted.

**KEY CLUB**

**Amendments to the Key Club International Constitution and Bylaws**

The Committee reviewed the Amendments to the Key Club International Constitution and Bylaws as approved by the House of Delegates at the 42nd Annual Convention. After an explanation of each of the amendments, the Committee found them to be acceptable.

**Recommendation #2**

The Committee recommends that the amendments to the Constitution and Bylaws of Key Club International be approved. (See Exhibit A)

I move that Recommendation 2 be adopted.

### Revoked Club List

A list of 198 Key Clubs with charters to be revoked was presented by staff for review and action. The Committee was informed that the sponsoring Kiwanis clubs have indicated there is no hope of reactivation and have forwarded no objection to the proposed charter revocations.

#### Recommendation #3

The Committee recommends that the action taken by the Key Club International Board to revoke the charters as listed in Exhibit B be approved.

I move that Recommendation 3 be adopted.

### Mailings to Sponsoring Kiwanis Clubs

The Committee reviewed the type of information sent to Kiwanis clubs that sponsor a Key Club. At present, sponsoring Kiwanis clubs receive two mailings during the year (October and April). The Committee believes that the sponsoring clubs should receive more information to assist them in their continuing responsibilities of training and development since the minimal information now being sent has not provided adequate support.

The Committee proposes that the Chairman of the Key Club Committee of each sponsoring Kiwanis club receive a copy of the seven issues of Keynoter magazine during the year. By receiving this additional information, the committee chairman will be better informed about Key Club programs and developments to guide and counsel the local Key Club.

The Committee proposes that one additional mailing should be sent (in January) to the local Key Club Chairman. This mailing would include information on Key Club International contests, Key Club district conventions, international convention, and program information such as the Major Emphasis Program, K-Family Weekend, International Service Day, scholarship information, etc.

The total estimated cost of the one additional mailing and the printing and mailing of seven issues of Keynoter magazine would be not more than \$7,700. Since this is an increase in the level of support given to the local Kiwanis club by Kiwanis International, these additional costs should be added to the cost of sponsorship account of the Kiwanis General budget.

#### Recommendation #4

The Committee recommends that one additional mailing (in January) and the seven issues of Keynoter magazine be mailed to all Kiwanis clubs that sponsor Key Clubs and that such mailings begin as soon as a name and address file for Key Club Committee Chairmen can be developed. Further, that the costs for such mailings be added to account #30-300-02 (cost of sponsorship).

I move that Recommendation 4 be adopted.

### Review of Key Club International Board Travel

The Committee reviewed the travel reports submitted by the Key Club International Board members. The reports were found to be within the established procedures.

### Other Items

The following informational items were brought to the Committee's attention:

- Key Club's Save The Children/Quaker Oats Project
- Update on Equal Access concerns
- Key Club growth statistics

### CIRCLE K INTERNATIONAL

#### Increase of Charter Strength from Fifteen to Twenty

At the 30th Annual Circle K International Convention, held in Seattle, Washington, action was taken on a number of amendments to the Bylaws. The Committee reviewed a recommended change which would increase charter strength for Circle K Clubs from fifteen to twenty members effective August 1, 1986. (See Exhibit C).

#### Recommendation #5

The Committee recommends that the amendment to the Bylaws, Article I, Section 1, "Clubs" be accepted.

I move that recommendation 5 be adopted.

#### Proposed Policy and Procedures Code of Circle K International

The Committee considered the adoption of the proposed policy and procedures code of Circle K International. The 1985-86 Circle K International Board has expressed interest in reviewing and revising the Code before final presentation to the Kiwanis International Board. The Committee recommends that the code be referred back to the Circle K International Board for further study. The recommendations will be further considered at the January meeting.

#### Recommendation #6

The Committee recommends that the Policy and Procedures Code of Circle K International be referred back to the Circle K International Board for further study.

I move that recommendation 6 be adopted.

### Club Status Changes

The club status changes as adopted by the Circle K International Board were reviewed. (See Exhibit D).

#### Recommendation #7

The Committee recommends that the club status changes of Circle K International be accepted.

I move that recommendation 7 be adopted.

### Constitution Amendments -- Revenue

At the Seattle Convention, the House of Delegates voted to amend Article XIV, "Revenue", of the Circle K International Bylaws. The amendment provides that effective August 1, 1985, International dues in Circle K Clubs chartered or reactivated between August 1 and September 30, be the sum of five dollars (U.S. currency) per member to cover the remainder of the administrative year and following administrative year. (See Exhibit E). The Committee noted that this would facilitate new club building earlier in the academic year and would allow newly chartered and reactivated Circle K Clubs to attend the Circle K International Convention and have a voice in the decision-making.

#### Recommendation #8

The Committee recommends approval of the proposed amendment to the Circle K International Constitution, Article XIV, "Revenue."

I move that recommendation 8 be adopted.

### Constitution Amendment, Article XII, Section 2, "Conventions" Regarding Representation of Club by Past Lieutenant Governors

The Committee reviewed the Constitution Amendment to Article XII, "Conventions", allowing a past Lieutenant Governor to represent a club in his/her division at the International Convention. The Committee found this amendment to be similar to Kiwanis International Bylaws and considered it acceptable. (See Exhibit F.)

#### Recommendation #9

The Committee recommends approval of the proposed amendment of the Circle K International Constitution, Article XII, Section 2, "Conventions."

I move that recommendation 9 be adopted.

### Constitution and Bylaws Amendments -- Bylaws

The Committee reviewed an amendment regarding Bylaws, Article XVII, "Amendments", passed at the 30th Annual Convention. The amendment provided that Bylaws amendments, enacted by the Circle K International Board, first be approved



by the Kiwanis International Board before being presented to the House of Delegates for approval at the next Circle K International Convention. As this is in violation of Kiwanis International Constitution and Bylaws, the Committee found this amendment unacceptable. If it is the wish of Circle K International to have amendments to their Bylaws approved by their House of Delegates, such approval must be prior to requesting Kiwanis International Board approval. (See Exhibit G).

Recommendation #10

The Committee recommends that the amendment to the Bylaws, Article XVII, "Amendments", not be approved.

I move that recommendation 10 be adopted.

Affiliate Status for Circle K Clubs and International Expansion

Because of interest by youth clubs in Kenya, Uganda, West Germany and the Philippines in being affiliated with Circle K International, the 1985-86 Circle K International Board formed a special committee to address the issues of international expansion and an affiliate status. It is the intent of the Circle K Board to survey Circle K District Governors and District Administrators before their January Board meeting, to gather pertinent data for composition of a position statement. The statements will be considered by this Committee at its January, 1986 meeting.

Circle K Long Range Planning Committee Review

The Circle K Long Range Planning Committee Report was received. Following detailed study of the report a recommendation will be made at the January Board meeting.

Respectfully submitted,

Morton O. Alper, D.D.S.  
C.A. Dillon, Jr.  
W. Donald Goodfellow, Q.C.  
John D. Morton, Sr.  
Robert A. Wagner  
Raymond B. Allen, Chairman

Exhibit A of the Youth Services Report, Amendments to the Constitution and Bylaws of Key Club International, is found as **Exhibit 18** of the Minutes of the October 1985 Board Meeting.

Exhibit B of the Youth Services Report, Clubs Revoked--Key Club International, is found as **Exhibit 19** of the Minutes of the October 1985 Board Meeting.

Exhibit C of the Youth Services Report, Amendment to the Bylaws of Circle K International, Article I, Section 1, "Clubs," is found as **Exhibit 20** of the Minutes of the October 1985 Board Meeting.

Exhibit D of the Youth Services Report, Circle K Club Status Changes, is found as **Exhibit 21** of the Minutes of the October 1985 Board Meeting.

Exhibit E of the Youth Services Report, Amendment to the Circle K International Constitution, Article XIV, "Revenue," is found as **Exhibit 22** of the Minutes of the October 1985 Board Meeting.

Exhibit F of the Youth Services Report, Amendment to the Circle K International Constitution, Article XII, Section 2, "Conventions," is found as **Exhibit 23** of the Minutes of the October 1985 Board Meeting.

## AMENDMENTS

## TO THE CONSTITUTION AND BYLAWS OF CIRCLE K INTERNATIONAL

Passed at the 30th Annual International Convention

August 20, 1985

Changed from:To:Bylaws - Article XVII, Section 2. Amendments

These Bylaws may also be amended by a two-thirds (2/3) affirmative vote of all International Officers duly elected and serving at that time, provided that:

- a. Such amendments may be adopted only at a regularly called meeting of the Board of Officers, and not adopted by mail ballot or telephone conference.
- b. The amendment shall not be effective unless and until approved by the Board of Trustees of Kiwanis International.
- c. Amendments adopted by the Board of Officers of Circle K International and approved by the Board of Trustees of Kiwanis International shall remain in force unless disapproved at the next succeeding convention of Circle K International.

These Bylaws may also be amended by a two-thirds (2/3) affirmative vote of all International Officers duly elected and serving at that time, provided that:

- a. Such amendments may be adopted only at a regularly called meeting of the Board of Officers and not adopted by mail ballot or telephone conference.
- b. The amendment shall not be effective unless and until approved by the Board of Trustees of Kiwanis International.
- c. Amendments adopted by the Board of Officers of Circle K International shall take effect upon approval of the Kiwanis International Board of Trustees. A written notice of such amendments shall be sent to each Circle K International District Officer and Circle K International club immediately following approval by the Kiwanis International Board of Trustees. Such amendments shall be brought before the House of Delegates at the next succeeding Circle K International convention for re-affirmation or disapproval.

AMENDMENTSTO THE CONSTITUTION AND BYLAWS OF KEY CLUB INTERNATIONAL

Passed at the 42nd Annual International Convention  
July 10, 1985

CONSTITUTIONChanged From:To:Article 7. Districts

- New -

**Section 7.** In order to form a new district, the proposed area must include no less than 30 active Key Clubs, and no less than 450 active Key Club members.

BYLAWSChanged From:To:Article 1. Building of Clubs

**Section 3.** Before a Key Club may be formed at least fifteen (15) students of the high school eligible for membership and approved by the principal must be willing to join the proposed Key Club and accept the responsibilities of club membership. No more than 50% of the charter members can be eligible for graduation in the same school year as when the club is chartered.

**Section 3.** Before a Key Club may be formed at least fifteen (15) students of the high school eligible for membership and approved by the principal must be willing to join the proposed Key Club and accept the responsibilities of club membership. In Key Clubs with less than forty members, no more than 50% of the club membership may be eligible for graduation in the same school year as when the club is chartered. In Key Clubs with forty or more members, no more than two-thirds of the club membership may be eligible for graduation in the same school year as when the club is chartered.

CLUBS TO BE REVOKEDKEY CLUB INTERNATIONAL BOARD MEETING

St. Louis, Missouri

(Clubs &amp; Sponsors Listed)

DISTRICTCHARTER NO. & STATEALABAMA

Austin H.S., River City, Decatur, AL	83127-001
E.B. Erwin H.S., Center Point, Birmingham, AL	83900-001
Fairfield H.S., Mid-Fair, Fairfield, AL	84916-001
Good Hope H.S., Cullman, AL	86155-001
Hokes Bluff, Gadsden, AL	84432-001
Hueytown H.S., Bessemer, AL	84966-001
Jacksonville H.S., Jacksonville, AL	86327-001
Litchfield H.S., Gadsden, AL	85844-001
Mars Hill Bible School, N. Florence, AL	86311-001
Midfield H.S., Mid-Fair, Fairfield, AL	85624-001
John Tyler Morgan Academy, Selma, AL	85181-001
Pelham H.S., Shelby North, Alabaster, AL	86342-001
Scottsboro H.S., Scottsboro, AL	85785-001
South Macon H.S., Macon County, Tuskegee, AL	86011-001
Walter Wellborn H.S., Anniston, AL	83126-001
West End Christian H.S., Greater Tuscaloosa, AL	85731-001
Woodlawn H.S., Birmingham-East, AL	85619-001

CALIFORNIA-NEVADA-HAWAII

Alta Vista H.S., Sunrise Vista, CA	86771-004
Azusa H.S., Azusa, CA	81770-004
Banning H.S., Banning, CA	86562-004
Bishop Amat H.S., West Covina, CA	86447-004
Burlingame H.S., Burlingame, CA	85627-004
Dana Hills H.S., Laguna Beach, CA	85455-004
Fremont H.S., Sunnyvale, CA	82062-004
Andrew P. Hill H.S., Pueblo de San Jose, CA	82092-004
Granite Hills H.S., El Cajon Valley, CA	83303-004
Laguna Beach H.S., Laguna Beach, CA	82825-004
Don Antonio Lugo H.S., Chino, CA	86116-004
Marello Preparatory H.S., Santa Cruz, CA	86497-004
Monache H.S., Porterville, CA	86446-004
Mt. Miguel H.S., Lemon Grove, CA	81986-004
Porterville H.S., Porterville-Tule, CA	86459-004
Riverside Polytechnic H.S., Riverside, CA	80565-004
Saddleback H.S., S. Coast Metro, Costa Mesa, CA	85028-004
San Pedro H.S., San Pedro, CA	84445-004
Santa Maria H.S., Santa Maria, CA	86671-004
Woodrow Wilson H.S., Alhambra-West, CA	85322-004
Yosemite Union H.S., Sierra, Oakhurst, CA	86031-004
Yucca Valley H.S., Yucca Valley, CA	85985-004

**CAPITAL**

Armstrong-Kennedy H.S., Richmond, VA	86206-045
Green Run H.S., Bayside, Virginia Beach, VA	86393-045
Groveton H.S., Mount Vernon, Fairfax County, VA	82580-045
Thomas Jefferson H.S., Richmond, VA	80449-045
John F. Kennedy H.S., Wheaton, MD	86776-019
Lake Taylor Senior H.S., Midtown Norfolk, VA	83967-045
New Community H.S., James River, Richmond, VA	85651-045
Northside H.S., Williamson Road, Roanoke, VA	82621-045
Our Lady of Good Counsel H.S., Wheaton, MD	86696-019
Radford H.S., Radford, VA	85256-045
Spotswood Sr. H.S., Rockingham, Harrisonburg, VA	86260-045
Spotsylvania H.S., Maury, Fredericksburg, VA	85087-045
Springbrook H.S., Silver Springs, MD	82643-019
West Point H.S., West Point, VA	85840-045
Western Branch H.S., Churchland, Portsmouth, VA	84632-045
Woodrow Wilson H.S., Washington, D.C.	80964-008

**CAROLINAS**

Dillon H.S., Dillon, SC	80728-039
Socastee H.S., South Grand Strand, Surfside Beach, SC	86401-039
St. Angela Academy, Aiken, SC	84994-039

**EASTERN CANADA**

Glebe Collegiate, Ottawa, ON, Canada	85501-068
Lindsay Collegiate Institute, Lindsay, ON, Canada	
A.B. Lucas H.S., London, ON, Canada	86198-068
Medway H.S., Forest City, London, ON, Canada	82624-068
North Park Collegiate, Brantford, ON, Canada	82385-068
Polyvalente de Jonquiere H.S., Saguenay, PQ, Canada	85956-070
Prince of Wales Collegiate, St. John's, NF, Canada	82511-065
Sangre Grande Junior Secondary School, Sangre Grande, Trinidad, Tobago	86530-078
Westminster Secondary School, Middlesex, London, ON, Canada	85867-068

CLUBS TO BE REVOKED

Page 3

FLORIDA

Auburndale Sr. H.S., Winter Haven, FL	82198-009
Cooper City H.S., No sponsor, FL	86578-009
Countryside H.S., Countryside, Dunedin, FL	86294-009
Crestview Sr. H.S. Crestview, FL	84865-009
Maynard Evans H.S., Pine Hills, FL	82701-009
Gulf Comprehensive H.S., West Pasco, New Port Richey, FL	84862-009
Immaculata-LaSalle H.S., No sponsor, FL	83377-009
Luther H.S., Orlando Intl. Airport, FL	86720-009
Miramar H.S., No sponsor, FL	86667-009

GEORGIA

Academy of Richmond County, Uptown Augusta, GA	81817-010
Cedar Grove H.S., South Decatur, GA	86805-010
Henry County H.S., McDonough, GA	80109-010
Monroe Area H.S., Monroe, GA	84005-010
North Clayton H.S., Riverdale, GA	82308-010
North Springs H.S., North Springs, Atlanta, GA	86806-010
Washington-Wilkes Comprehensive H.S., Washington, GA	80845-010
Indian Springs Academy, Jackson, GA	86969-010

ILLINOIS-EASTERN IOWA

Lovington H.S., Lovington	76440-012
Schlarman H.S., Danville, IL	85708-012

INDIANA

Clarksville H.S., Clarksville, IN	85356-013
Floyd Central H.S., Floyd County, Scenic Hills, IN	84764-013
Gibson Southern H.S., Fort Branch, IN	81644-013
Rossville H.S., No sponsor, IN	85879-013
Silver Creek Sr. H.S., Silver Creek Township, IN	85094-013
Shelbyville H.S., Shelbyville, IN	86248-013
Staunton H.S., Brazil, IN	84234-013
Tell City H.S., Tell City, IN	85475-013
Van Buren H.S., Brazil, IN	83785-013
Waldron H.S., Shelbyville, IN	83773-013
Whiteland Community H.S., Franklin, IN	82136-013

KANSAS

Great Bend Sr. H.S., Great Bend, KS	85759-015
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CLUBS TO BE REVOKED

Page 4

KENTUCKY--TENNESSEE

David Crockett H.S., Jonesboro, TN	80386-041
Madison H.S., Madison, TN	82513-041
Mount Juliet H.S., Mount Juliet, TN	84088-041

LOUISIANA--MISSISSIPPI--W. TENNESSEE

Capitol H.S., Scotlandville, Baton Rouge, LA	86646-017
Covington H.S., St. Tammany, Covington, LA	83316-017
Huntington H.S., West Shreveport, LA	85240-017
Merryville H.S., DeRidder, LA	84172-017
St. Joseph H.S., Mainstream, Greenville, MS	84692-023
South Fulton H.S., South Fulton, TN	84910-041
Woodland H.S., Amite, LA	86174-017

MICHIGAN

Goodwin Heights H.S., Grand Rapids-Wouthkent, MI	83357-021
Holland H.S., Holland, MI	86426-021
Monroe H.S., Monroe, MI	83732-021
Stevenson H.S., Sterling Heights, MI	86105-021

MINNESOTA--DAKOTAS

Benson Senior H.S., Benson, MN	86591-022
Lead H.S., Lead, SD	84387-040
Little Falls Senior H.S., Little Falls, MN	84247-022
Mitchell Senior H.S., Mitchell, SD	84784-040
Red River H.S., Grand Forks, ND	84646-033

MISSOURI--ARKANSAS

Canton H.S., Canton, MO	83598-024
Cave City H.S., S. Sharp County, AR	86754-003
William Chrisman H.S., Independence, MO	83536-024
Glendale H.S., Downtown Springfield, MO	83036-024
Lebanon H.S., Lebanon, MO	83808-024

MONTANA

None



CLUBS TO BE REVOKED

Page 5

NEBRASKA-IOWA

Denison Community H.S., Denison, IA 83510-014

NEW ENGLAND

Hopkinton H.S., Hopkinton .. 81093-020  
Natick H.S., Natick, MA 84433-020  
Revere H.S., Revere, MA 86741-020  
Somersworth H.S., Somersworth, NH 84928-028  
H.C. Wilcox Technical Regional School, Meriden, CT 82395-006

NEW JERSEY

Deptford H.S., Washington Township, Turnersville, NJ 86230-029  
Howell H.S., Farmingdale-Howell, NJ 83760-029  
Jackson Jr.-Sr. H.S., Lakewood, NJ 83385-029  
Long Branch Senior H.S., Long Branch, NJ 81695-029

NEW YORK

Corcoran H.S., Onondaga, NY 86837-031  
Franklin Academy, Malone, NY 85006-031  
Franklin K. Lane H.S., Highland Park, Brooklyn, NY 86265-031  
Newtown H.S., La Guardia Airport, NY 86109-031  
Our Lady of Mercy Academy, Jericho-Syosset, NY 86407-031

OHIO

Ashtabula H.S., Ashtabula, OH 85926-034  
Botkins H.S., Botkins, OH 86337-034  
Lincoln H.S., Gahanna, OH 83653-034  
Newark H.S., Newark, OH 80650-034

PACIFIC NORTHWEST

Bellingham H.S., Bellingham-Kulshan, WA 86039-046  
Dallas H.S., Dallas, OR 82647-036  
Junction City H.S., Junction City, OR 86706-036  
Neah-Kah-Nie H.S., Tillamook, OR 82085-036  
North Thurston H.S., North Thurston, Olympia, WA 86196-046  
Reynolds H.S., Saanich, BC, Canada 84537-062  
Sammamish H.S., Bellevue, WA 85046-046

## CLUBS TO BE REVOKED

Page 6

### PENNSYLVANIA

Academy Park Senior H.S., Chester Pike, PA	82874-037
Bishop McDevitt H.S., Harrisburg, PA	86062-037
Boiling Springs H.S., Carlisle, PA	86408-037
Brentwood H.S., Brentwood-Whitehall, PA	82356-037
Central Catholic H.S., Oakland, Pittsburgh, PA	85891-037
New Castle Senior H.S., New Castle, PA	85045-037
Uniontown Area Sr. H.S., Uniontown, PA	81900-037
Upper Merion H.S., Valley Forge, PA	81466-037

### ROCKY MOUNTAIN

Durango Sr. H.S., Narrow Gauge, Durango, CO	86212-005
Jefferson H.S., Lakeside, CO	82455-005
Laramie Senior H.S., Laramie, WY	85961-049
Mountain Valley H.S., Saguache, CO	86777-005
Kelly Walsh H.S., Oil Capital, Casper, WY	83493-049

### SOUTHWEST

Highland H.S., Sandia, Albuquerque, NM	82093-030
Mesa H.S., Mesa, AZ	85622-002
Robertson H.S., Las Vegas, NM	81768-030
Safford H.S., Willcox, AZ	81808-002
Santa Fe Preparatory School, Coronado, Santa Fe, NM	85883-030
Xavier H.S., Phoenix-Skyline, AZ	86352-002

### TEXAS-OKLAHOMA

Arlington Heights H.S., Fort Worth, TX	86884-042
Athens H.S., Athens, TX	80474-042
Cy-Fair H.S., Northwest Houston, TX	84643-042
Donna H.S., Weslaco, TX	85165-042
Fort Worth Christian H.S., Greater Fort Worth, TX	85326-042
Grand Saline H.S., Grand Saline, TX	86864-042
Robert E. Lee H.S., San Antonio, TX	82566-042
Lumberton H.S., Silsbee, TX	84426-042
Raymond and Tirza Martin H.S., Laredo, TX	86641-042
Midway H.S., Hewitt, TX	82301-042
Mineola H.S., Mineola, TX	86133-042
Port Isabel H.S., No sponsor, TX	85192-042
Gladys Porter H.S., Brownsville-Amigos, TX	85353-042
Sweetwater H.S., Sweetwater, TX	84516-042
Tivy H.S., Kerrville, TX	83168-042
Waco H.S., Waco, TX	80574-042
Warren Travis White H.S., Northwest Dallas, TX	83464-042
Whitesboro H.S., Whitesboro, TX	86471-042

CLUBS TO BE REVOKED

Page 7

UTAH-IDAHO

Skyview H.S., Logan, UT	80907-043
Weber H.S., North Ogden, UT	82615-043

WESTERN CANADA

Lethbridge Collegiate Institute, Green Acres, Lethbridge, AB, Canada	84322-061
Lindsay Thurber Comprehensive H.S., Red Deer, AB, Canada	86550-061

WEST VIRGINIA

Man Senior H.S., Logan, WV	86126-047
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WISCONSIN-UPPER MICHIGAN

Central H.S., Coulee Region, LA Crosse, WI	85557-048
Chilton H.S., Chilton, WI	85243-048
Hilbert H.S., Hilbert, WI	85210-048
Manitowoc Lincoln H.S., Manitowoc Breakfast, WI	85893-048
Pius XI H.S., West Allis, WI	85852-048
Sheboygan North H.S., Lakeshore, Sheboygan, WI	84652-048
Washington Park H.S., Racine, WI	85043-048

NON-DISTRICTED

Donald Quarrie Secondary School, Eastern Kingston, Port Royal, Jamaica	86635-086
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## AMENDMENTS

## TO THE CONSTITUTION AND BYLAWS OF CIRCLE K INTERNATIONAL

Passed at the 30th Annual International Convention

August 20, 1985

Changed from:To:Bylaws - Article I, Section 1. Clubs

A Circle K Club may be established in an institution on meeting the requirements of the Constitution of Circle K International, Article VI, Section 1, upon the request of a Kiwanis Club(s) which agrees to sponsor the proposed club. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International shall be signed by at least fifteen (15) students...

A Circle K Club may be established in an institution meeting the requirements of the Constitution of Circle K International, Article VI, Section 1, upon the request of a Kiwanis Club(s) which agrees to sponsor the proposed club. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International shall be signed by at least twenty (20) students...

(Effective August 1, 1986)

PROPOSED CLUB STATUS CHANGES  
INTERNATIONAL COUNCIL MEETING  
AUGUST 17, 1985

CIRCLE KDISTRICTSTATUSPROPOSED STATUSALABAMA

Jacksonville State University  
Oakwood  
Southern Union College\*

Delinquent  
Delinquent  
Non-Meeting

Non-Meeting  
Non-Meeting  
Non-Meeting

CAL-NEV-HA

California State Tech-Pomona  
Citrus College  
Glendale Community College  
Grossmont Community College  
Jose Ma Morelos Y Pav On  
Menlo College  
Mt. San Antonia College  
Stanford University  
College of San Mateo

Delinquent  
Delinquent  
Delinquent  
Delinquent  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting

Revoke  
Non-Meeting  
Revoke  
Revoke  
Revoke  
Revoke  
Revoke  
Revoke  
Revoke

CAROLINAS

University of N.C.-Greensboro  
University of S.C.-Aiken  
University of S.C.-Sumter  
Wilkes Community College  
Winston-Salem State University  
Wofford College

Delinquent  
Delinquent  
Delinquent  
Delinquent  
Delinquent  
Delinquent

Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting

Anderson College\*  
Atlantic Christian College  
Blueridge Technical Institute  
Chowan College  
Elizabeth City State University  
Forsyth Technical Institute  
Meredith College\*  
University of N.C.-Wilmington\*

Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting

Non-Meeting  
Revoke  
Revoke  
Revoke  
Revoke  
Revoke  
Non-Meeting  
Non-Meeting

E.C. & C.

Cagep De Trois Rivieres College  
University of Western Ontario  
Algonquin College  
Durham College  
Knox Community College  
Queen's University\*

Delinquent  
Delinquent  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting

Non-Meeting  
Non-Meeting  
Revoke  
Revoke  
Revoke  
Non-Meeting

<u>DISTRICT</u>	<u>STATUS</u>	<u>PROPOSED STATUS</u>
<u>FLORIDA</u>		
Okalhoosa-Walton Jr. College	Delinquent	Non-Meeting
Pensacola Jr. College-Pensacola	Delinquent	Non-Meeting
St. Thomas of Villanova University	Delinquent	Non-Meeting
Broward Community College-North*	Non-Meeting	Non-Meeting
Lake City Community College*	Non-Meeting	Non-Meeting
Santa Fe Community College*	Non-Meeting	Non-Meeting
Webber College	Non-Meeting	Revoke
<u>GEORGIA</u>		
Reinhardt College	Delinquent	Non-Meeting
Albany Jr. College	Non-Meeting	Revoke
Brenau College	Non-Meeting	Revoke
Columbus College	Non-Meeting	Revoke
DeKalb Community College-Central	Non-Meeting	Revoke
Morris Brown College*	Non-Meeting	Non-Meeting
Shorter College	Non-Meeting	Revoke
<u>ILLINOIS E. IOWA</u>		
Danville Area Community College	Delinquent	Non-Meeting
Lincoln College	Delinquent	Non-Meeting
Rend Lake College	Delinquent	Non-Meeting
Elgin Community College*	Non-Meeting	Non-Meeting
Judson College*	Non-Meeting	Non-Meeting
Wabash Valley College	Non-Meeting	Revoke
<u>INDIANA</u>		
Depauw University	Delinquent	Non-Meeting
Franklin College	Delinquent	Non-Meeting
<u>KANSAS</u>		
Barton County Community College	Non-Meeting	Revoke
Benedictine College	Non-Meeting	Revoke
Cowley County Community College	Non-Meeting	Revoke
Ft. Hayes State University	Non-Meeting	Revoke
Marymount College	Non-Meeting	Revoke
Washburn University	Non-Meeting	Revoke
<u>KENTUCKY-TENNESSEE</u>		
Chattanooga State Tech Comm. College	Delinquent	Non-Meeting
Maryville College	Delinquent	Non-Meeting
Union College	Delinquent	Non-Meeting
Cumberland College	Non-Meeting	Revoke

DISTRICT

STATUS

PROPOSED STATUS

LA-MISS-TENN

Northeastern Louisiana University  
Delgado Eastbank College  
Alcorn University  
Centenary College\*  
Louisiana Technical University\*  
Meridian Junior College\*  
University of Tenn.-Martin\*

Delinquent  
Delinquent  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting

Non-Meeting  
Non-Meeting  
Revoke  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting

MICHIGAN

Western Michigan University

Delinquent

Non-Meeting

MINNESOTA-DAKOTAS

Saint Olaf

Delinquent

Non-Meeting

MISSOURI-ARKANSAS

Arkansas Tech University  
Moberly Area Jr. College  
University of Arkansas  
Evangel College  
Hendrix College  
University of Missouri-Rolla

Delinquent  
Delinquent  
Delinquent  
Non-Meeting  
Non-Meeting  
Non-Meeting

Non-Meeting  
Non-Meeting  
Non-Meeting  
Revoke  
Revoke  
Revoke

NEW ENGLAND

Post College  
Thomas College  
Eastern Nazarene College\*  
Sacred Heart University  
University of Connecticut

Delinquent  
Delinquent  
Non-Meeting  
Non-Meeting  
Non-Meeting

Revoke  
Non-Meeting  
Non-Meeting  
Revoke  
Revoke

NEW JERSEY

Fairleigh Dickenson Univ.-Rutherford  
Glassboro State College  
Rutgers University-Newark  
Kean College

Delinquent  
Delinquent  
Delinquent  
Delinquent

Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting

NEW YORK

Baruch College  
City College of New York  
Dowling College  
Hilbert College\*  
Hunter College  
Iona College  
Kingsboro Community College  
LeMoyne College  
Molloy College  
Queensboro Community College  
Rochester Institute of Technology

Delinquent  
Delinquent  
Delinquent  
Delinquent  
Delinquent  
Delinquent  
Delinquent  
Delinquent  
Delinquent  
Delinquent  
Delinquent

Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Non-Meeting  
Revoke  
Non-Meeting  
Non-Meeting  
Revoke  
Non-Meeting  
Revoke

<u>DISTRICT</u>	<u>STATUS</u>	<u>PROPOSED STATUS</u>
<u>NEW YORK (Continued)</u>		
Russell Sage College	Delinquent	Non-Meeting
St. Lawrence University	Delinquent	Non-Meeting
Suffolk Community College	Delinquent	Non-Meeting
S.U.N.Y. at Brockport	Delinquent	Revoke
S.U.N.Y. at Buffalo	Delinquent	Non-Meeting
University of Rochester	Delinquent	Revoke
Hudson Valley Community College	Delinquent	Revoke
City University of NY-Queens*	Non-Meeting	Non-Meeting
College of Mt. Saint Vincents	Non-Meeting	Revoke
Community College of Finger Lakes*	Non-Meeting	Non-Meeting
Hartwick College*	Non-Meeting	Non-Meeting
Jamestown Business College	Non-Meeting	Revoke
New York Institute of Technology	Non-Meeting	Revoke
St. John's Notre Dame College	Non-Meeting	Revoke
Skidmore College*	Non-Meeting	Non-Meeting
S.U.N.Y. at Fredonia	Non-Meeting	Revoke
<u>PACIFIC NORTHWEST</u>		
University of Alaska	Delinquent	Non-Meeting
Western Washington University	Delinquent	Non-Meeting
Central Oregon Community College	Non-Meeting	Revoke
Columbia Basin Community College	Non-Meeting	Revoke
<u>PENNSYLVANIA</u>		
Duquesne University	Delinquent	Non-Meeting
Lafayette College	Delinquent	Non-Meeting
Marywood College	Delinquent	Non-Meeting
University of Pennsylvania	Delinquent	Non-Meeting
University of Scranton	Delinquent	Non-Meeting
Mercyhurst College	Delinquent	Non-Meeting
<u>ROCKY MOUNTAIN</u>		
Laramie County Community College	Delinquent	Non-Meeting
Nebraska Western University	Delinquent	Non-Meeting
The Auraria Campus	Non-Meeting	Revoke
<u>SOUTHWEST</u>		
Phoenix Junior College*	Non-Meeting	Non-Meeting
<u>TEXAS-OKLAHOMA</u>		
Bishop College	Delinquent	Revoke
Cooke County College	Delinquent	Non-Meeting
Eastfield College	Delinquent	Non-Meeting
Gulf Coast Bible College	Delinquent	Revoke
Southeastern Oklahoma State University	Delinquent	Non-Meeting



<u>DISTRICT</u>	<u>STATUS</u>	<u>PROPOSED STATUS</u>
<u>TEXAS-OKLAHOMA (Continued)</u>		
North Harris County College	Delinquent	Non-Meeting
Sul Ross State University	Delinquent	Non-Meeting
University of St. Thomas	Delinquent	Non-Meeting
Victoria College-Univ. of Houston	Delinquent	Revoke
Western Texas State University	Delinquent	Non-Meeting
Hill Junior College	Delinquent	Revoke
Amarillo College	Non-Meeting	Revoke
Paris Junior College	Non-Meeting	Revoke
Prairie View University	Non-Meeting	Revoke
<u>UTAH-IDAHO</u>		
Dixie College	Delinquent	Non-Meeting
University State University	Delinquent	Non-Meeting
Weber State College	Non-Meeting	Revoke
Utah Technical-Orem	Non-Meeting	Revoke
<u>WEST VIRGINIA</u>		
Alderson Broaddus College	Delinquent	Non-Meeting
Bethany College	Delinquent	Non-Meeting
Wheeling College	Delinquent	Non-Meeting
<u>WISCONSIN-UPPER MICHIGAN</u>		
Marquette University	Non-Meeting	Revoke

\* Clubs noted with an asterisk have until November 1, 1985 to reach charter strength of fifteen (15 members.) If this membership is not reached, then revocation will be automatic.

## AMENDMENTS

## TO THE CONSTITUTION AND BYLAWS OF CIRCLE K INTERNATIONAL

Passed at the 30th Annual International Convention

August 20, 1985

Changed from:To:Constitution - Article XIV. Revenue

Each Circle K Club shall pay to Circle K International for every club member, except Honorary members, the sum of five dollars (\$5.00 U.S. currency) per annum, due on October 1 of each year and payable no later than thirty (30) days thereafter, for International dues. Members of clubs chartered or reactivated after February 1 shall pay the sum of two dollars and fifty cents (\$2.50 U.S. currency) International dues to place each member in good standing for the remainder of the administrative year.

Each Circle K Club shall pay to Circle K International for every club member, except Honorary members, the sum of five dollars (\$5.00 U.S. currency) per annum, due on October 1 of each year and payable no later than thirty (30) days thereafter, for International dues. Members of clubs chartered or reactivated between August 1 and September 30 shall pay the sum of five dollars (\$5.00 U.S. currency) for International dues and shall be in good standing for the remainder of the current year and the following administrative year.

(Effective August 1, 1985)

## AMENDMENTS

## TO THE CONSTITUTION AND BYLAWS OF CIRCLE K INTERNATIONAL

Passed at the 30th Annual International Convention

August 20, 1985

Changed from:To:Constitution - Article XII, Section 2. Conventions

Each member Circle K Club in good standing with Circle K International and its respective District shall be entitled to any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates and as many non-voting delegates as may be allowed by the Administrator and the Board of Officers. Each member Circle K Club is expected to have representation at each Circle K International Convention. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor, for a club in his division, or District secretary, District treasurer, or District secretary/treasurer, for any club in the district, may represent, by vote, a club not otherwise represented at the International Convention, provided he has the authority to do so in writing from the club he is to represent.

Each member Circle K Club in good standing with Circle K International and its respective District shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates and as many non-voting delegates as may be allowed by the Administrator and the Board of Officers. Each member Circle K Club is expected to have representation at each Circle K International Convention. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor, or past lieutenant governor, for a club in his division, or District secretary, District treasurer, or District secretary/treasurer, for any club in the District, may represent, by vote, a club not otherwise represented by two (2) voting delegates at the International Convention, provided he has the authority to do so in writing from the club he is to represent. The status of the past lieutenant governor as a past lieutenant governor shall be certified by the District Governor or Circle K District Administrator.

REPORT OF BOARD COMMITTEE ON ADMINISTRATION-CONSTITUTION AND BYLAWS  
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 6-10, 1985

Date of Committee Meeting:      October 7, 1985

Place of Committee Meeting:      Indianapolis, Indiana

Present: Member      - W. Donald Goodfellow, Q.C., Avelino V. "Beling"  
                                 Tanjuakio, Robert A. Wagner  
         Chairman      - Noris A. Lusche  
         Other          - Gene R. Overholt  
         Staff          - Ronald L. West, Sharon H. Alford, Kathy Cadwell,  
                                 Donald Collins and Barbara Urian

MODIFICATION OF DISTRICT BOUNDARY

The Committee reviewed a request from the Kiwanis Club of Blythe, California asking that they be transferred from the California-Nevada-Hawaii District to the Southwest District, because of geographic location and the fact that they are located over 100 miles from the nearest Kiwanis club in the California-Nevada-Hawaii District. The district boards of both districts have given their approval to this request.

Recommendation #1:

The Committee recommends that the Kiwanis Club of Blythe, California be transferred from the California-Nevada-Hawaii District to the Southwest District.

I move that recommendation 1 be adopted.

TRADEMARK AND SERVICE MARK REGISTRATION

The Committee was informed by staff that the Indianapolis law firm of Barnes and Thornburg has been engaged to review our Trademark and Service Mark registrations, in the United States and Canada.

It was noted that our Operation Drug Alert Service Mark registration expires in Canada in January 1986. Inasmuch as some Canadian Kiwanis clubs are still involved in Operation Drug Alert programs, it is the feeling of the Committee that this Service Mark registration should be renewed to protect our program. The cost is estimated to be \$300.00 Canadian plus legal fees, which has been budgeted.

Recommendation #2:

The Committee recommends that our Operation Drug Alert Service Mark registration be renewed in Canada.

I move that recommendation 2 be adopted.

## SUPPLIES DEPARTMENT

There was considerable discussion between Staff and the Committee concerning the procedure for shipping orders from the Supplies Department which were received "cash short." The Committee feels that the Supplies Department should have a procedure for such a situation. The Committee makes the following recommendation:

### Recommendation #3:

#### Procedure No. 895:

Supplies ordered by a club must be paid with the order. If an order is received but the amount of payment, if any, equals 90% or more of the total amount due, or the difference is less than \$10.00, the order may be processed and the club billed for the balance due.

I move that recommendation 3 be adopted.

The Committee reviewed the pricing structure of the Supplies Department. Noting that the net income of this department has fluctuated significantly over the past five years, the Committee requested that Staff project income based on a pricing structure of 10% over cost on items essential to club operations, and 40% over cost on non-essential items. The Committee will review this projection at the January Board meeting and recommend a pricing policy.

## OFFICIAL TITLE OF BUILDING

The Committee discussed the official title of the office at 3636 Woodview Trace and noted that in both official and unofficial communications it is sometimes referred to as "General Office" and sometimes "International Office."

### Recommendation #4:

The Committee recommends that all reference to our headquarters office be stated as International Office.

I move that recommendation 4 be adopted.

### FINANCIAL SOFTWARE PACKAGE

Staff has made an extensive survey of eighteen vendors of software packages. Thirteen of these vendors either did not respond, or indicated that our package was too small for them to consider.

Of the five who responded, two of them were eliminated by Staff because of cost. Staff has determined that one vendor, Computer Associates International, Inc. offers the General Ledger and Accounts Payable software package that is most adaptable to our requirements. See Exhibit A.

#### Recommendation #5:

The Committee recommends we purchase the General Ledger and Accounts Payable software package from Computer Associates International, Inc., at a maximum cost of \$55,000.

I move that recommendation 5 be adopted.

### OFFICE AUTOMATION SYSTEM

Responding to expressions of our Board to increase our service capabilities to clubs and districts and the efficiency with which it is performed the Committee reviewed the proposal made by Staff for office automation. (Exhibit B)

After thorough examination of this proposal the Committee makes the following recommendation:

#### Recommendation 6:

The Committee recommends the Capital Improvement expenditure of \$120,850.00 to complete the purchase and implementation of the CPT Compatible Office Automation System.

I move Recommendation 6 be adopted.

### GENERAL LIABILITY INSURANCE

We will continue to monitor the General Liability Insurance market to determine if changes are warranted. The Committee feels that the provision of such service is necessary. It has requested that staff survey other organization insurance companies, district leaders, and clubs to determine trends in costs, coverage and the needs of Kiwanis members.

### MEDICAL COVERAGE-Travel

The Committee is reviewing the availability of medical insurance for Board members while traveling in countries other than their own. Additional information is needed and staff has been requested to provide the information at the January committee meeting.

MEDICAL INSURANCE-Employee

The Committee was informed that the premium for the employee medical insurance coverage will be less than anticipated due to a favorable claim experience for the previous year. At this time it is felt that a change in the program is not needed.

401. SALARY SAVINGS PLAN

The Committee reviewed a Staff request for employer contributions to the existing 401. Salary Savings Plan.

After a thorough review of the proposal, the Committee felt this should be considered at a later time, as other staff benefits are in the process of being considered.

STRATEGIC PLANNING

The Committee considered the proposal of the Strategic Planning Committee and deferred action on this proposal until the January Board meeting, and requested clarification.

Respectfully submitted

W. Donald Goodfellow, Q.C.  
Avelino "Beling" Tanjuakio  
Robert A. Wagner  
Noris A. Lusche, Chairman

REPORT AND  
RECOMMENDATION ON THE  
COMPARISON OF  
VENDOR SUPPLIED  
FINANCIAL SOFTWARE PACKAGES

GENERAL LEDGER  
ACCOUNTS PAYABLE

FOR

KIWANIS INTERNATIONAL

Submitted by Donald R. Collins  
Director of Management Information Services



KIWANIS INTERNATIONAL

3636 WOODVIEW TRACE  
INDIANAPOLIS, IN 46268



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8	Vendor Size, Experience
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14	Recommendation



**KIWANIS INTERNATIONAL**

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### SOURCES

The following sources were used to locate qualified vendors:

- \* Data Sources
- \* International Directory of Software
- \* Various Magazine Articles



**KIWANIS INTERNATIONAL**

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### POTENTIAL VENDORS

The following were determined to be potentially qualified vendors:

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| 1. American Software, Inc.            | 10. ASK Computer Systems, Inc.       |
| 2. Argonant Information Systems, Inc. | 11. Lawson Associates, Inc.          |
| 3. Computer Associates International  | 12. McCormack & Dodge Corp.          |
| 4. Data Design Associates             | 13. Management Science America, Inc. |
| 5. Data Processing Enterprises        | 14. Software International Corp.     |
| 6. Global Software, Inc.              | 15. Tres Systems, Inc.               |
| 7. Compro Financial Systems (ISA)     | 16. UCCEL Corporation                |
| 8. J & S Associates                   | 17. Walker Interactive Products      |
| 9. IBM Corporation                    | 18. Cullinet Software, Inc.          |



**KIWANIS INTERNATIONAL**

3636 WOODVIEW TRACE  
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REQUEST FOR PROPOSAL (RFP)

On July 11, 1985, a detailed RFP was mailed to the potential vendors, specifying the requirements necessary to meet the needs of Kiwanis International. Among those requirements were the following characteristics:

- \* The size, style, and capacity of our Nixdorf Computer
- \* The environment in which we expect to operate
- \* The application software requirements
- \* The financial systems requirements
- \* The maximum total price, excluding maintenance
- \* A variety of other important considerations



**KIWANIS INTERNATIONAL**

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PRICING

Based upon the agreement received previously, a maximum total price of \$55,000, excluding maintenance, was given in the RFP. Annual Maintenance was given as 10-15% of the list price.



**KIWANIS INTERNATIONAL**

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NO RESPONSE

The following vendors did not respond to the RFP:

- \* Argonant Information Systems, Inc.
- \* Data Design Associates
- \* Data Processing Enterprises
- \* J & S Associates
- \* McCormack & Dodge Corp.
- \* Software International Corp.
- \* Cullinet Software, Inc.
- \* ASK Computer Systems, Inc.



**KIWANIS INTERNATIONAL**

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NO BID

The following companies chose not to bid, stating that the price range was too low to be of interest:

- \* Global Software, Inc.
- \* Tres Systems, Inc.
- \* UCCEL Corporation
- \* Walker Interactive Products
- \* IBM Corporation

(Indications are that the price range for most companies begin at \$100,000 and go up to \$200,000.)



**KIWANIS INTERNATIONAL**

3636 WOODVIEW TRACE

INDIANAPOLIS IN 46268

BIDDERS

The following companies submitted bids as indicated:

* Computer Associates International, Inc.	\$ 55,000
* Lawson Associates, Inc.	\$ 54,900
* Compro Financial Systems	\$ 45,000
* American Software, Inc.	\$110,000
* Management Science America, Inc.	\$ 90,000

The top three vendors listed were considered to be acceptable based on the price range specified. The bottom two were eliminated.



**KIWANIS INTERNATIONAL**

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VENDOR SIZE, EXPERIENCE (Source-Annual Report)

- \* Computer Associates International, Inc.
  - Revenue - \$129 million
  - Employees - 750
  - IBM Mainframe sites - 18,000 (various products)
  - Established 1976
  - Home Office - Jericho, NY
  
- \* Lawson Associates
  - Revenue \$19 million
  - Employees - 260
  - IBM Mainframe sites - 1,800 (various products)
  - Established 1975
  - Home Office - Minneapolis, MN
  
- \* Compro Financial Systems, Inc.
  - Revenue - \$19 million
  - Employees - 281
  - IBM Mainframe sites - 1,000 plus
  - Established 1970
  - Home Office - Norcross, GA
  - (Formerly Information Systems of America, Inc.)



KIWANIS INTERNATIONAL

3636 WOODVIEW TRACE

### PRESENTATIONS

Half-day presentations were made by the representatives of the three vendors being considered.

These meetings included slide presentations of the General Ledger and Accounts Payable packages, followed by an intensive question and answer session.

The balance of the meetings was devoted to an on-line demonstration of the products capabilities. A portable terminal with a telephone hook-up was made to the vendors computer in a remote city. Questions and answers were included in this session as well.



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PARTICIPANTS

Beside the representatives from each vendor,  
Kiwanis International was represented by the  
following:

Larry Smolecki, Finance  
Kathy Cadwell, Finance  
Bill Parker, Finance  
Frank McDonald, M.I.S.  
Leland Detar, M.I.S.  
Joan Poindexter, M.I.S.  
Don Collins, M.I.S.



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### REFERENCES

Each of the three vendors was required to submit no less than six company references where the applicable software packages were successfully installed.

All references were personally contacted and based upon these contacts, it was concluded that all three vendors were satisfying the needs of these customers.



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### MODIFICATIONS TO PACKAGES

During the conversations with the vendor supplied references, one consistent problem continued to surface regardless of the vendor. That problem had to do with attempts to modify the packages. Whether the purchasing company or the vendor was modifying the package, the resulting problems delayed the installation by several weeks and in some cases, months.

It was concluded that modifications to these packages should be avoided if at all possible, and certainly should be avoided prior to successful installation.



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QUALIFIED VENDORS

Following the analysis of each aspect concerning vendor qualifications, it was jointly decided by the participants that all three vendors could fulfill the majority of requirements set forth in the RFP.



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### RECOMMENDATION

One vendor, Computer Associates (CA) International, Inc., in addition to meeting all basic qualifications, seemed to exceed the minimum requirements in several respects. Those "extra" qualifications are:

- \* CA is successfully installed in a Nixdorf site in Minneapolis, MN, the other vendors are not.
- \* CA provides a wider range of software packages than the other vendors, which could be helpful in the future.
- \* CA is more "real-time" than the other vendors, which should provide more timely information to management.
- \* CA provides a package for linking personal computers to our mainframe which will provide greater flexibility to users in the future.
- \* We have installed a CA product successfully already, namely CA-SORT.
- \* Training tutorials from CA are available on floppy disks which should aid considerably in training users.



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PROPOSAL FOR  
OFFICE AUTOMATION

Prepared by Donald R. Collins  
Director of Management Information Services



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## OVERVIEW OF THE ASSIGNMENT

The first and most intensive users of office automation equipment were service-oriented companies such as ours. It also included banks, law firms, insurance companies and government agencies. The paperwork costs we incur may be equated to a manufacturing organizations' production costs.

The opportunity we have now to reduce the cost of preparing, writing, editing, producing and distributing the written word is substantial. Both new equipment and efficient systems of performing word, text and records processing may be employed to dramatically improve both the level of service we can deliver and the efficiency with which it is performed.

Because we have not purchased office automation equipment to any great extent, we do not have to be concerned about the question of compatibility with such equipment. Many organizations that have purchased their equipment piece-meal are not this fortunate. In many instances the value of past purchases has been lost.

While addressing only the subject of Office Automation, this report does include a section of strategies which contain a series of additional potential opportunities for further improvements in the future. I recommend they be studied and appropriate action taken as time permits. Many of these areas offer significant opportunities as well.

It is a pleasure to present this report on Office Automation. During the course of performing this study, it became apparent that this equipment has enormous potential. I trust that the enthusiasm that I feel for this project is conveyed in this report.



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### WHAT IS OFFICE AUTOMATION?

It is the use of current computer technology to achieve improvements and efficiencies in routine office functions. This is achieved by reducing the labor component required to produce the results.

We already utilize several kinds of automation equipment, namely:

- \* Mainframe Computer
- \* Electronic Typewriters
- \* Electronic Mail System
- \* Printing and Labeling Machines
- \* Telephone System
- \* Micro Computers
- \* Telex Equipment



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There are several automation methods  
we are not currently using, namely:

- \* Information Centers
- \* Word Processing Centers
- \* Electronic Mail/Calendars
- \* Telecommunications
- ...and others



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## WHAT ARE THESE METHODS?

### INFORMATION CENTERS

Information Centers are brand new, having evolved since 1983. Well over 50% of all businesses have them, and more are being added at a very rapid rate.

Information Centers utilize micro, mini, or mainframe computers to provide managers with information resources in the fastest and most efficient way. They may take several forms depending on the needs of the users within the organization.

Managing information centers requires the integration and synthesizing of data--whether text or numerics--from multiple internal and external sources specifically to meet the requirements of individual users.

Information Centers are typically located in centralized, internal sites within functional areas. For example, in an unused, available office or similar space in finance, member services, etc.

As used in this report, information centers will be defined as:

- \* A workstation connected to a mainframe or minicomputer, having the ability to do "spread-sheet" type work for financial budgeting or project control work. They will also have the ability to store and save results on floppy diskettes for later recall.



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## WORD PROCESSING CENTERS

Word processing centers are not so new. Their development began in the middle 1970's and continue to grow and become more sophisticated every day.

Word processing itself is the rapid creation and editing of all types of text, messages or other written communications. It is the customizing of similar messages for different recipients, the storage of and access to standardized messages. It is the ability to quickly retrieve and manipulate previously prepared text, forms or reports and much, much more.

Managing word processing centers requires the integration and synthesizing of text with very little numeric data. Not only is the text provided from various internal and external sources, but the ability to both edit and manipulate the text by multiple users is paramount.

As used in this report, word processing centers will be defined as follows:

- \* A workstation connected to a minicomputer only, having the ability to enter and manipulate text information. As it is completed, the text will be stored in a centralized disk memory located in central processing unit (CPU) of the minicomputer. The text may then be made available, as authorized, for other users.



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### ELECTRONIC MAIL/CALENDARS

Electronic Mail/Calendars have been developed as a side benefit of micro and minicomputers linked (networked) together for sharing of numeric and text information. Electronic mail is the transmission of routine business correspondence electronically rather than physically. It may include, but is not limited to, letters, memos, reports, newsletters, and contracts.

As defined in this report, electronic mail will be defined as above but will also include the workstations connected to our Nixdorf mainframe.

Calendars include the basic task of establishing schedules (dates and times) for routine business meetings and functions. Like electronic mail, calendars may be centrally stored and shared by all users on the link (Network). The definition is, therefore, essentially the same as electronic mail.



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## TELECOMMUNICATIONS

Telecommunications offers some of the most significant information delivery capabilities yet conceived. It is the marriage of the telephone and the computer, using telephone lines as the method of transmitting information. Telephone lines formerly carried only voice transmission, but newer systems can carry both voice and digital (data) transmissions.

The telephone system currently installed at Kiwanis International is voice only. This means that all electronic workstations connected to either our mainframe or a minicomputer will have to be "hard-wired" thru separate (and fairly expensive) coaxial cables. So called "dumb" terminals and personal computers are capable of connecting to digital phone systems.

As used in this report, telecommunications will be defined as:

- \* The method of transmitting digital information over telephone lines both locally and over long distance.



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## OFFICE AUTOMATION

Office Automation may include many systems and techniques. For purposes of this report and recommendation it includes the following categories:

1. Small computer systems and applications
2. Large computer systems and applications
3. Strategies for other electronic devices

All of these categories are important in order to visualize the overall needs of Kiwanis International. In each category, recommendations will be made in order to provide for a method of systematic implementation. This will assure not only an orderly transition, but should be more efficient as well.

Kiwanis International is in an enviable position to incorporate an office automation strategy. The fact that no microcomputers have been purchased, virtually eliminates the need to be concerned with compatibility issues.

This is not true as it relates to eventually adding our district offices to our computer system. Ideally we would have taken a leadership role in providing guidelines to our district officials on the most appropriate types of computer hardware and software to purchase. As it is, there are a variety of hardware and software systems that will give us some difficulty in trying to communicate with our computers. It is likely that some changes will be needed and we can begin analyzing those needs upon approval of these recommendations.



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## 1. SMALL COMPUTER APPLICATIONS AND SYSTEMS

The subject of this report and recommendation is the first category, small computer applications and systems. I will include the proposal to include several office automation techniques we are not currently using, namely:

- a. Information Centers
- b. Word Processing Systems
- c. Electronic Mail/Calendaring
- d. Telecommunications

### a. Information Centers

It is recommended that personal computers (minimum of 4) be strategically located in each functional area, with two in administration and one each in communication and member services. (See deployment schedule). These PC's will serve as "Information Centers" for managers primarily and word processors secondarily. Each will have spread sheet, project control, graphics, electronic mail and calendaring just to name a few. These workstations will be linked into both the office automation and the Nixdorf mainframe. These units will serve to enhance managerial productivity. In order to fully utilize their capacity they will also serve as word processors.

### b. Word Processing Systems

It is recommended that word processing workstations (20 units) be located at every major secretarial and editorial job function. These units and the personal computers will be "net-worked" together to permit communicating with each other as well as with the Nixdorf mainframe. See the list of applications for the many tasks these units will assist in performing.



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c. Electronic Mail/Calendaring

The addition of office automation workstations will permit the introduction of electronic mail and calendaring. Electronic mail is the process of communicating directly thru net-worked workstations including the Nixdorf terminals. Memos, letters and other general office correspondence may be communicated in this fashion.

Calendaring is the process of sharing schedules for meetings, appointments, etc. and allows the pre-determining of appropriate times for such events. This function may also be shared on the Nixdorf mainframe terminals.

d. Telecommunications

The addition of net-worked workstations to our Nixdorf mainframe, as well as the microcomputers located in the district offices, will eventually be linked altogether thru a telecommunications net-work. Thru the use of modems and telephone lines we will be able to share data much more rapidly, which will in turn increase the accuracy of all information.

Enhanced telecommunications from our convention or other meeting sites will also become a reality once we install this equipment.

## 2. Large Computer Applications and Systems

The conversion of our Nixdorf computer system has been and will continue to be our most important objective until its completion, currently scheduled for March 31, 1986. The following strategies are proposed to fully achieve the presently known major requirements for all departments.

### a. Hardware

### b. Software

#### a. Hardware

- Enlarge the Nixdorf disk capacity to provide for additional methods of accessing information and reduce the processing time required to obtain results. (This request is budgeted for FY1986).
- Enlarge the Nixdorf main memory, initially from 1 MB (million bytes) to 2 MB and later to 3 or 4 MB as is then warranted and justified. (The initial request for 2 MB is budgeted for FY1986).
- Increase the number of terminals (CRT's/PC's) from 11 to 16 initially and others as warranted and justified. (See budgeted for FY1986 also).
- Convert the existing IBM dual tape drives to the Nixdorf computer upon completion of the conversion.
- Convert, if practical, several of the IBM/Telex CRT's to Nixdorf computers upon completion of the conversion. The following are the required IBM/Nixdorf terminal locations:

<u>Department</u>	<u>Present</u>	<u>Proposed</u>
MIS (Programming)	5	5
MIS (Operations)	1	1
MIS (Administration)	1	1
MIS (Data Entry)	4	5
Convention	2	2
Finance	1	2
Supplies	2	2
Magazine	0	1
Member Services	1	1
Club Services	0	1
Youth Services	0	1
Overseas Extension	0	1
	<u>17</u>	<u>23</u>



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(The current IBM computer system utilizes 16 terminals, most, if not all units will be converted to the Nixdorf computer assuming a proposed controller works as expected).

-Add the telecommunications devices (modems) required to link remote job entry capabilities for the following:

--Convention registration for Kiwanis International, Key Club and Circle K.

--District offices for the exchange of membership, financial and other organizational information and data.

b. Software

-Purchase and install new General Ledger, Accounts Payable and Micro-mainframe link packages.

-Modify and enhance other applications following an organizational needs assessment.

-Purchase electronic mail software required to complete the net-work which will include all other office workstations.

-Train a systems specialist on the combined needs of both the mainframe and the office automation system.

3. Strategies for Other Electronic Equipment or Computer Tasks

The following strategies came about as a direct result of performing the office automation study. In the course of holding discussion with the various vendors, it became apparent that many organizations are taking advantage of the opportunity to expand their automation efforts into areas that can be readily and easily justified. The potential cost savings from these areas would indicate that we should perform these studies and report on them at the earliest possible time. These are:

a. In-house Forms Design

b. In-house Typesetting

c. Automatic Capture of Text

a. In-house Forms Design

Equipment is available in the \$2,500 price range which will greatly facilitate this function. It includes the capability of lay-out, design assistance and some automatic typesetting for in-house forms. This is a recommended high priority.



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b. In-house Typesetting

Equipment may be connected directly to our word processing units which will then automatically typeset from our keyed input. The cost of this equipment begins at \$25,000 and might average \$35,000 to \$40,000. However, there is every indication that this equipment could be justified within a year or less. A large majority of the current typesetting we are having done commercially could be done on this equipment. This is a recommended high priority.

c. Automatic Capture of Text

Thru the use of Optical Character Recognition (OCR) equipment, it is now possible to read into a computer system directly from a typewritten page without the need to re-key the document. The cost of this equipment is approximately \$10,000 but can probably be justified by the cost savings. This is a recommended high priority.



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### ADVANTAGES AND APPLICATIONS

On the next two pages the various advantages and applications of word processing are listed in detail. These tables indicate the importance of each of these subjects and should assist in further explaining why word processing is gaining such rapid and extreme success.



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## ADVANTAGES

The main advantages of word processing, as implemented via automatic typing equipment, can be summarized as follows:

- \* increased office efficiency resulting in improved secretarial support for all executives, managers and/or word originators;
- \* higher quality typed output based upon more advanced equipment;
- \* higher utilization of installed office machines;
- \* improved human resource utilization with better control and supervision of secretarial personnel through a word processing center;
- \* greater career opportunities for secretaries and clerical personnel;
- \* greater efficiency in producing financial data and budget information;
- \* improved managerial productivity thru the utilization of project planning and other software;
- \* improved productivity in writing and editing stories and articles for the magazine and newsletters; and

In particular, improved productivity is obtained by:

- \* reduced retyping time for error-free hard copy;
- \* facilitation of document revision/change;
- \* faster output speeds (from 1 to 120 pages per minute depending upon the output device);
- \* reduction in amount of proofreading required;
- \* leveling of peaks and valleys in an otherwise unpredictable workload when dictation equipment is used;
- \* eliminating the need to manipulate columns of numbers;
- \* reduce the time required to pre-sort information; and
- \* elimination of the retyping step for photocomposition input



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## APPLICATIONS

Memos  
Correspondence  
Repetitive Letters  
Form Letters  
Articles  
Newsletters  
Short Reports  
Long Reports  
Legal Documents  
Forms, All Types  
Documentation  
Position Descriptions  
Benefit Handbooks  
Policy Manuals  
Standard Operating Procedures  
Statistical Reports  
Proposals  
Requests for Proposals  
Technical Reports  
Schedules  
Financial Analysis  
Budgets  
Forecasts  
Planning Documents  
Historical Records  
Government Documents  
Surveys



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THE SURVEY OF CURRENT AND PROJECTED WORD PROCESSING AND  
OFFICE AUTOMATION NEEDS

A detailed analysis of each department was undertaken in order to be able to properly evaluate the work being performed in these departments. This was followed by personal interviews with department managers and specific employees as the need dictated. The perception of managers was given considerable weight in determining projected needs, but was tempered with the actual work being performed by the individuals. The following tables and schedules summarize these survey results.



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CURRENT EQUIPMENT STATUS

Number of Typing Devices

<u>TOTALS</u>	<u>IBM</u>	<u>610</u>	<u>XEROX</u> <u>625</u>	<u>630</u>	<u>ABDICK</u>	<u>TOTAL</u>
Administration	9	1	2		1	13
Communications	10	1	1	1		13
Member Services	6		4	1	2	13
Internatl. Secretary	<u>2</u>	<u>      </u>	<u>      </u>	<u>4</u>	<u>      </u>	<u>6</u>
	27	2	7	6	3	45



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CURRENT EQUIPMENT STATUS

Hours of Utilization (month)

<u>TOTALS</u>	<u>IBM</u>	<u>610</u>	<u>XEROX</u> <u>625</u>	<u>630</u>	<u>ABDICK</u>	<u>TOTAL</u>
Administration	514	80	160		100	854
Communications	679	30	84	100		893
Member Services	475		345	75	180	1,075
Internatl Secretary	<u>200</u>	<u>      </u>	<u>      </u>	<u>360</u>	<u>      </u>	<u>560</u>
	1,868	110	589	535	280	3,382



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CURRENT EQUIPMENT STATUS

Average (available hours per month = 140)

<u>TOTALS</u>	<u>IBM</u>	<u>610</u>	<u>XEROX</u> <u>625</u>	<u>630</u>	<u>ABDICK</u>	<u>TOTAL</u>
Administration	57	80	80		100	66
Communications	68	30	84	100		68
Member Services	79		86	75	90	83
Internatl Secretary	<u>100</u>	<u>—</u>	<u>—</u>	<u>90</u>	<u>—</u>	<u>92</u>
	69	55	84	89	93	75



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### PROJECTION OF WORKSTATIONS

Based upon the current and projected needs as found in the survey, a determination was made as to the desirable number of workstations by department and functional area.

The following table indicates three levels of workstation totals, namely the minimum, average and maximum number for each area. The maximum number is recommended. The justification which follows in the report clearly indicates this number is desirable, if it is affordable.



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DEPLOYMENT OF WORKSTATIONS/PC'S

Communications

	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>	<u>Floor</u>	<u>P/C</u>
Magazine	4	5	5	2	
Program Development	1	1	1	1	
Advertising					
Circulation	1	1	1	2	*
Public Relations				2	
Executive			1	2	
	<u>6</u>	<u>7</u>	<u>8</u>		

Administration

Supplies	1	1	1	B	*
Office Services			1	B	
MIS	1	1	1	1	
Convention				1	
Finance	1	1	1	1	*
Personnel		1	1	1	
Executive			1	2	
	<u>3</u>	<u>4</u>	<u>6</u>		

Member Services

Key Club	1	1	1	1	
Circle K		1	1	1	*
Club Services		1	1	2	
Member Services	1	1	2	2	
Executive			1	2	
	<u>2</u>	<u>4</u>	<u>6</u>		

International Secretary

Secretarial	1	2	2	2	
Asst. to Intl Secy		1	1	2	
Special Services			1	2	
	<u>1</u>	<u>3</u>	<u>4</u>		

GRAND TOTAL

12 18 24



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## DEPLOYMENT OF PRINTERS

The location of printers is of particular importance. In the following table, the column labeled "NBI/WANG" indicates the minimum acceptable number of letter quality (LQ) and dot matrix (DM) printers. Letter quality printers are required to produce standard correspondence and other external documents requiring "typewritten" quality. Dot matrix printers are primarily for speed, but do have limited use for correspondence type materials.

The column labeled CPT indicates the recommended location of all Xerox memory writers except the model 630's, which have a small disk memory. These are shown in the next column along with the three ABDICK Magnawriters. The CPT equipment would utilize all present Xerox equipment and not require that additional investment. This method would provide nearly one printer for every workstation.

The column labeled Word Proc. reflects the recommended locations for the primary word processing systems.



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# PRINTERS AND SPECIAL STATIONS

	Printers		A=ABDick X=Xerox	Word Proc.	
	<u>NBI/WANG</u>	<u>CPT</u>		<u>12</u>	<u>8</u>
<b>Communications</b>					
Magazine	1LQ	4		*	*
Program Development		1X	1X	*	*
Advertising			1X		
Circulation		1			
Public Relations					
Executive		1		*	
<b>Administration</b>					
Supplies	1DM	1DM			
Office Services		1			
MIS	1LQ	1			
Convention			1X		
Finance	1DM	1+1DM			
Personnel		1			
Executive		1		*	
<b>Member Services</b>					
Key Club	1LQ	1	2A		
Circle K		1			
Club Services		1X	1X		
Member Services	1DM	1DM		*	*
Executive		1		*	
<b>International Secretary</b>					
Secretarial	1LQ	2X	2X	*	*(1)
Asst. to Intl Secy		1	1A		
Special Services		1			

LQ=Letter Quality  
DM=Dot Matrix

\*=Indicates  
WP Statns



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Based upon the results of the survey, a series of technical specifications were compiled and sent to prospective vendors for bidding. The following vendors were included:

Mr. Ed Copeland  
NCR Corporation  
11455 N. Meridian  
Carmel, IN 46032  
846-3720

Mr. Tracy Clifford  
NBI Office Automation Syst.  
11590 N. Meridian  
Carmel, IN 46032  
846-1804

Mr. Brent Boxell  
A T & T  
11590 N. Meridian  
Carmel, IN 46032  
848-8330

Mr. Ken McGinity  
Auto Computer Consultants, Inc.  
41 First St. S.W.  
P.O. Box 480  
Carmel, IN 46032  
844-5309

Ms. Sally Esbaum  
CPT of Indianapolis  
8007 Castleton Road  
Indianapolis, IN 46250  
842-8822

Mr. Dave Faul  
Baker Business Products, Inc.  
5664 Caito Drive  
Indianapolis, IN 46226  
545-2255

Ms. Claire Huffman  
Xerox Corp.  
8777 Purdue Road  
Indianapolis, IN 46268  
875-6500

Mr. John Downes  
IDC/Sony  
3642 W. 16th St.  
Indianapolis, IN 46222  
634-5478

Patricia Setser  
Hewlett Packard  
11911 N. Meridian  
Carmel, IN 46032  
844-4100

Ms. Vicki Lockwood  
Van Ausdall & Farrar, Inc.  
1214 N. Meridian St.  
Indianapolis, IN 46204  
634-2913

Mr. David DeHaven  
Sperry Corp.  
3500 DePauw Blvd.  
Suite 3020  
Indianapolis, IN 46268  
872-4686

Mr. Mike Vanderwyden  
Hoosier Photo Supplies (HPS)  
8020 Zionsville Road  
Indianapolis, IN 46268  
875-9000

Mr. Ken Stoffregen  
IBM Corp.  
Merchants Plaza  
Suite 1060 South  
115 W. Washington St.  
Indianapolis, IN 46204  
639-0681



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## INTERVIEW AND DEMONSTRATIONS

Following the receipt of their written proposals, each of the prospective vendors was visited to see a demonstration of their equipment. They were also interviewed at length to determine their capabilities and qualifications. The following list summarizes their bids, indication of the hardware and software costs as well as the total bid:

### ANALYSIS OF TOTAL VENDOR COSTS (In 000's of \$)

<u>Vendor</u>	<u>Total Bid</u>	<u>Hardware</u>	<u>Software</u>
Van Ausdall & Fr	\$161	\$148	\$13
NCR Corporation	152	140	12
Hewlett Packard	150	132	19
NBI	138	129	9
IBM	138	118	21
Sperry	135	113	22
Wang (New)	120	116	4
CPT	117	105	12
Sony	112	87	25
Wang (Refurbished)	90	87	3
Xerox	95	79	16
Televideo	89	81	8
A T & T	80	76	4



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### SELECTION OF QUALIFIED VENDORS

Based upon the demonstrated capability of their hardware, software and pricing, the following vendors were selected for further consideration:

- Hewlett-Packard
- NBI
- CPT
- Wang (new and refurbished equipment)
- A T & T



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### TASK FORCE APPOINTED

A task force composed of representatives from each functional area was asked to serve in assisting with the evaluation of the five prospective vendors. Those asked to serve were:

- Chuck Jonak--Communications
- Bob Saieg----Member Services
- Jerry Beer---Administration
- and myself



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### VENDOR DEMONSTRATIONS AND INTERVIEWS BY TASK FORCE

The task force again met with the five prospective vendors for extensive demonstrations and interviews. Based upon the findings of the group, the following were selected as "qualified" vendors:

- NBI
- CPT
- Wang (new and refurbished equipment)

Another meeting was held to discuss the bids in detail. The following pages summarize the various components of each vendors bid. Also included is an analysis of the cost of a reduced number of workstations and an analysis of the cost per workstation of each configuration.



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## VENDOR BID SUMMARIES

	VENDOR			
	CPT	NBI	Wang (new)	Wang (ref.)
<u>HARDWARE COMPONENT/ITEM</u>				
Central Processing Unit (50-80 MB)	\$ 40,940	\$ 25,900	\$ 21,580	\$16,558
Tape Streamer Back-up Unit	Inc. Abov	5,000	3,735	3,735
Workstations Word Proc.-Large	30,000(12)	43,140(12)	45,650(20)	34,860(20)
Workstations Word Proc.-Small/P/C	16,000(8)	23,960(8)		
Microframe Connecting Legs (3)	18,000			
Personal Computers (3) Standard	6,000	9,057	8,217	8,217
Personal Computer (1) Color Monitor	2,000	4,395	3,913	3,913
Printers, Letter Quality (4) 35 CPS	*	13,200	14,940	6,640
Printers, Dot Matrix (3) 100 CPS	2,697	1,485	11,205	6,474
Extended Memory/P/C - Upgrade (8)		3,195	1,660	1,660
Communications Option.(4)			4,648	4,648
	115,637	129,332	115,548	86,705
Less Discount	10,800		**	**
	\$104,837	\$129,332	\$115,548	\$86,705
<u>SOFTWARE ITEM</u>				
Operating System	\$ 500	\$	\$ 830	\$ 830
Spread Sheet:	2,000	1,175	498	498
Word Processing/Spell	5,700		1,079	
Electronic Mail	2,500	3,750	415	415
Calendar	2,500	3,750	415	415
Communications	4,000		913	913
	17,200	8,675	4,150	3,071
Less Discount	4,600		**	**
	12,600	8,675	4,150	3,071
TOTAL	\$117,437	\$138,007	\$119,698	\$89,776
<u>ONE-TIME CHARGES</u>				
Freight to Indianapolis	\$ N/C	\$ 1,715	\$ 2,200	\$ 2,200
Training 3 @ 200	\$ 600			
Cables to Install	2,300	750	750	750
Installation Charge	500	6,575		
	3,400	9,040	2,950	2,950
GRAND TOTAL	\$120,837	\$147,047	\$122,648	\$92,726
Monthly Service Charge	\$939	\$1,559	\$1,353	\$1,353

\* Present Xerox Typewriters (16) may be used as printers

\*\* Reflects a 17% discount

VENDOR BIDS - REDUCED WORKSTATIONS

	<u>20</u>				<u>16</u>			
	CPT	NBI	Wang new	Wang ref.	CPT	NBI	Wang new	Wang ref.
<u>HARDWARE</u>								
Central Processing Unit	40,940	25,900	26,000	19,950	40,940	25,900	26,000	19,950
Tape Stream Back-up		5,000	4,500	4,500		5,000	4,500	4,500
Workstations-Large	20,000	28,760	44,000	33,600	20,000	28,760	33,000	25,200
Workstations-Small P/C	16,000	23,960			8,000	11,980		
Microframe Conn. Legs	12,000				12,000			
Personal Computers (3)	6,000	9,057	9,900	9,900	6,000	9,057	9,900	9,900
Personal Comp. (Color)	2,000	4,395	4,715	4,715	2,000	4,395	4,715	4,715
Printers, Letter Qual.	*	13,200	18,000	8,000	*	13,200	18,000	8,000
Printers, Dot Matrix	2,697	1,485	13,500	7,800	1,798	990	9,000	5,200
Extend. Mem./P/C Upgrade		3,195	2,000	2,000		3,195	2,000	2,000
Communications Option			5,600	5,600			5,600	5,600
	<u>99,637</u>	<u>114,952</u>	<u>128,215</u>	<u>96,065</u>	<u>90,738</u>	<u>102,477</u>	<u>112,715</u>	<u>85,085</u>
Less Discount	8,000		17,242	14,410	7,000		16,907	12,765
	<u>91,637</u>	<u>114,952</u>	<u>110,973</u>	<u>81,655</u>	<u>83,738</u>	<u>102,477</u>	<u>95,808</u>	<u>72,320</u>
<u>SOFTWARE</u>								
Operating System	500		830	830	500		830	830
Spread Sheet	2,000	1,175	498	498	2,000	1,175	498	498
WP/Spell	5,200		1,079		3,800		1,079	
Electronic Mail	2,500	3,750	415	415	2,500	3,750	415	415
Calendar	2,500	3,750	415	415	2,500	3,750	415	415
Communications	4,000		913	913	4,000		913	913
	<u>16,700</u>	<u>8,675</u>	<u>4,150</u>	<u>3,071</u>	<u>15,300</u>	<u>8,675</u>	<u>4,150</u>	<u>3,071</u>
Less Discount	4,600				4,600			
	<u>12,100</u>	<u>8,675</u>	<u>4,150</u>	<u>3,071</u>	<u>10,700</u>	<u>8,675</u>	<u>4,150</u>	<u>3,071</u>
TOTAL	103,737	123,627	115,123	84,726	94,438	111,152	99,958	75,391
One Time Charges	2,500	7,500	2,500	2,500	2,000	6,000	2,000	2,000
GRAND TOTAL	106,237	131,127	117,623	87,266	96,435	117,152	101,958	77,391
Monthly Service	\$816	\$1,391	\$1,265	\$1,265	\$716	\$1,231	\$1,121	\$1,121



VENDOR BIDS

Cost Per unit

	24	20	16
CPT	\$5,035	\$5,312	\$6,027
NBI	6,127	6,556	7,322
Wang (new)	5,110	5,882	6,372
Wang (ref)	3,864	4,363	4,837

Cost - Total Summary

	24	20	16
CPT	\$120,837	\$106,237	\$ 96,435
NBI	147,047	131,127	117,152
Wang (new)	122,648	117,623	101,958
Wang (ref)	92,726	87,266	77,391



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### VENDOR EVALUATIONS

The following two schedules are summaries of surveys taken in June and October of 1984. They reflect a high degree of user satisfaction with the equipment, the software and the vendor.



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## VENDOR EVALUATION

June 1984 Survey of 4,750 installations of office automation  
(word processing equipment) by: The Office Products Analyst,  
150 Broadway, Suite 1606, New York, NY 10038.

5=Excellent 4=Very Good 3=Good 2=Fair 1=Poor

	<u>NBI</u>	<u>CPT</u>	<u>Wang</u>
Service/Promptness	4.5	3.7	4.2
Service/Quality	4.4	3.2	4.1
Training	4.0	3.1	3.2
Manuals	4.1	3.1	3.4
Support	4.3	3.0	3.4
Editing Features	4.9	4.6	4.6
Corres. Typing	4.8	4.3	4.5
Long Doc. Typing	5.0	4.0	4.3
Statistics	4.9	4.3	3.9
Technical Typing	4.7	4.0	3.7
Reliability	4.9	4.3	4.3
Ergonomics	4.7	3.8	3.8
Ease of Use	4.7	3.6	4.6
Upgradability	4.9	3.7	4.0
Records Processing	4.5	4.3	4.8
Communications	4.8	3.0	3.3
Display Quality	3.7	4.9	3.6
Print Quality	4.5	4.5	2.9
Price/Perf.	<u>4.3</u>	<u>3.6</u>	<u>4.4</u>
	86.6	72.9	75.0
OVERALL AVERAGE	4.5	3.8	3.9



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## VENDOR EVALUATION

October 1984 Report Entitled "All About Word Processing Systems,  
Including User Ratings" by: Data Pro Research Corp, 1805 Underwood  
Blvd., Delran, NJ 08075

Scale of 0.0 - 10.0

	<u>NBI</u>	<u>CPT</u>	<u>Wang</u>
Systems Ratings/Ease of use for			
Text Entry/Editing	9.5	9.6	9.5
Document Revision	9.6	9.4	9.4
Text Search	9.1	8.5	9.0
Hyphenation	8.8	9.6	8.5
Formatting	9.0	8.9	8.7
Printing	9.3	9.2	8.4
List Processing	7.9	7.9	7.6
Math	7.1	8.1	5.2
Electronic Mail	7.4	7.6	7.3
Spelling Checker	7.6	8.2	8.0
Equipment Operation			
Ease of Use	9.3	9.3	9.4
System Reliability	9.0	9.2	8.8
Peripheral Reliability	8.7	8.5	7.7
Maintenance Responsiveness	9.0	8.9	8.2
Maintenance Effectiveness	8.6	8.7	7.9
Communications	8.0	8.5	6.8
Vendor Training	8.7	8.2	8.4
Concurrent DP/WP	6.6	7.0	7.6
Price	8.3	7.9	9.0
Compatibility	8.1	8.0	7.6
OVERALL SCORE	8.5	8.6	8.2



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## RECOMMENDATION

As stated before, it is the conclusion of the task force that all three vendors are highly qualified to meet the needs of Kiwanis International. Each vendor offers a system that is proven and is installed in thousands of offices around the world. Even though each of the three vendors is highly qualified, it is also our conclusion that each has attributes that make them worthy of special consideration. After carefully considering these attributes, and by consensus of opinion, the following is recommended:

### First Choice - CPT of Indianapolis

This equipment is capable of performing the functions required to do the job at a very reasonable price. The total cost is \$120,000 with a per unit cost of \$5,035, which is the lowest of all the new equipment proposals.

The CPT workstation displays a screen that looks like a sheet of paper and has a feature that is unique in the industry. This feature is a method of entering text on a stationary line instead of one that keeps moving up the screen as text is entered.

Purchase of this system will permit us to use the Xerox memory writers as letter quality printers. We have invested approximately \$40,000 in this equipment and a major portion of this investment can be saved if we select this vendor. This is not the case if we select another vendor.

The personal computers recommended by CPT are compatible with the word processing stations and use a similar software package. They are also compatible with IBM and several other PC's.

CPT offers a full line of compatible office automation equipment, including an interface to typesetting equipment, forms design equipment, laser printers, compatibility with mainframe computers and more.

The annual cost for CPT maintenance is \$11,268, which is 38% less than NBI and 31% less than Wang.

CPT has provided us with a written guarantee that if we are not satisfied with the equipment and service, we may return same in 90 days. No other vendor makes such an offer.

The CPT system is very user friendly and should prove easy to learn and use.



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This equipment is capable of performing the functions required and has been rated as one of the top word processing systems in the country. Many believe it to be the finest system available. It is, however, higher in price than the other systems being considered by \$25,000 or more.

The larger NBI (Model 4000) workstation has a unique keyboard which is extremely easy to learn and use.

The NBI system allows only 16 of the larger workstations and letter quality printers in combination to be connected to the system at the same time. This might limit the number of printers necessary to do the job.

NBI is generally rated by customers somewhat higher than its competitors in most surveys.

The NBI system is fully compatible with typesetting equipment and mainframe computers.

NBI offers no discounts and no warranties. Maintenance costs begin on the day of installation. (Many competitors offer at least a 90 day warranty).

### Third Choice - Wang (Hoosier Photo Supplies)

The refurbished equipment offered by Wang has an extremely attractive price tag. It is \$28,000 less than its closest competitor, and the cost per unit is under \$4,000.

While some people are concerned about the functionality and reliability of refurbished equipment, it is, in fact, completely remanufactured from the frame up. For all practical purposes, you are unable to distinguish this equipment from brand new, and the warranties are the same as new equipment.

The Wang pricing includes a not-for-profit discount of 17% on most of the hardware and software quoted, which is extremely favorable.

Wang Computer Company is said by many to be only one of five or six vendors that will survive well into the 1990's. (Many believe that several vendors will go out of business in a few years).

Wang word processing systems are extremely user friendly and easy to use. They are equally compatible with other office systems.



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## JUSTIFICATION

Experts in the field of office automation, such as Data Pro Research Corporation, estimate that an average typist can type the following:

- 50,000 lines per year on a standard typewriter
- 100,000 lines per year on an electronic typewriter
- 150,000 lines per year on a word processing system

Assuming this estimate to be reasonable and accurate, the following conclusion may be drawn:

-20 typists and editors--average typing 1/2 time or 75 hours/month

-average wage and fringes @ \$18,000/year=\$9,000 each for 20 people, or

-a. total cost of \$180,000 annually.

-@ 30% improvement in productivity the savings would = \$54,000

-@ 50% improvement in productivity the savings would = \$90,000

also,

-20 managers average 10% time on tasks which computers can assist or 16 hours per month.

-average wage and fringes @ \$32,000/year = \$3,200 each for 20 people or

-a total cost of \$64,000 annually.

-@ 30% improvement in productivity the savings would = \$19,200

-@ 50% improvement in productivity the savings would = \$32,000

Total savings @ 30% = 73,200

Total savings @ 50% = 122,000

If total cost is \$120,000, then

Payback for low estimate = 18.4 months

Payback for high estimate = 11.8 months

Clearly, this is an excellent use of Kiwanis International resources and will provide a continued payback for years to come. It is the recommendation of the task force to enthusiastically proceed with this project.



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REPORT OF BOARD COMMITTEE ON FINANCETO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESOctober 6-10, 1985

Date of Committee Meeting: October 8, 1985

Place of Committee Meeting: Indianapolis, Indiana

Present: Member - Frank J. DiNoto, Kurt K. Huber, M.D., Anton J. "Tony"  
Kaiser, Noris A. Lusche, Robert G. Sinn  
Chairman - Gene R. Overholt  
Staff - Kathy Cadwell, Ronald L. West

1985/86 PROPOSED BUDGET CHANGES

The Committee reviewed and discussed adjustments to the 1985/86 Proposed Budget, which was mailed to the Board on September 4, 1985. These adjustments have no effect on the total budgeted surplus.

The Committee approved that the following adjustments be incorporated into the 1985/86 Proposed Budget:

- a. Creation of new Department 17 - Special Services from budgeted expense within Department 30 (Sponsored Youth Services) and Department 13 (Program Services).
- b. Creation of new department for salaries and salary related expenses.
- c. Allocation of costs to various departments for building occupancy.
- d. Changes to travel budget within Department 06 - Member Services.  
See Exhibit A.
- e. Transfers of budgeted salaries to reflect recent department restructuring.

ADOPTION OF 1985/86 BUDGET

Recommendation #1.

The changes to the proposed budget made by the Board at this meeting is shown in Exhibit B.

The Committee recommends that the 1985/86 Budget be approved.

I move that recommendation 1 be adopted.



BUDGET LINE ITEM TRANSFERS

The International Secretary reported to the Committee that substantial progress has been made in the budgeting process by the various departments of the International Office. He suggested that both intra departmental and inter departmental budget transfers should now be made only subject to approval of the Board of Trustees.

Recommendation #2.

The Committee recommends that procedure 804.6c be amended to read:

Any intra departmental transfer or any inter departmental budget transfer shall be subject to the approval of the Board.

I move that recommendation 2 be adopted.

1985/86 CAPITAL EXPENDITURES

The Committee reviewed the list of capital expenditure requests for the 1985/86 fiscal year.

Recommendation #3.

The Finance Committee recommends approval of the 1985/86 Capital Expenditures as proposed by The Finance Committee and shown in Exhibit C.

I move that recommendation 3 be adopted.

Respectfully submitted,

FRANK J. DiNOTO  
KURT K. HUBER, M.D.  
ANTON J. "TONY" KAISER  
NORIS A. LUSCHE  
ROBERT G. SINN  
GENE R. OVERHOLT, CHAIRMAN

## EXHIBIT A

<u>Account Number</u>	<u>Description</u>	<u>From</u>	<u>To</u>
06-110-01	Local	450.00	450.00
06-110-02	USA & Canada	4,500.00	8,550.00
06-110-00	International	.00	.00
06-110-04	Region 1 Jeanes	38,500.00	14,500.00
06-110-05	Region 2	.00	.00
06-110-06	Region 3 Riggin	30,000.00	28,000.00
06-110-07	Region 4 Adams	35,000.00	33,500.00
06-110-08	Region 5 Hinrichsen	27,500.00	25,000.00
06-110-09	Region 9 FSR Pilot Program	64,900.00	93,060.00
06-110-10	Accredited Reps	15,000.00	12,790.00
06-110-11	District Secretary Meeting	5,500.00	5,500.00
Total		221,350.00	221,350.00

1985-86 Budget

000S

The following changes were approved by the Board of Trustees at its meeting in October 1985:

	<u>Operating Fund</u>	<u>International Convention Fund</u>	<u>Capital Improvement Fund</u>	<u>General Liability Fund</u>	<u>Total all Funds</u>
1985-86 Preliminary Budget	\$393	\$0	\$5	\$<21>	\$377
<u>Changes approved by the Board</u>					
Director of Education and supporting staff	<86>				<86>
Board training	<3>				<3>
Key Club publications	<8>				<8>
Liability insurance (based on anticipated cost of claims)- See Note 2				<127> 28	<127> 28
Medical insurance - reduced premium					
Convention registration fees (no increase in fees)		<58>			<58>
1985-86 Budget-as adopted	<u>\$296</u>	<u>\$&lt;58&gt;</u>	<u>\$5</u>	<u>\$&lt;120&gt;</u>	<u>\$123</u>

NOTES:

1. Capital expenditures of \$221,000 were authorized by the Board, and will be paid from fund investments; fund borrowings up to \$40,000 may be necessary.
2. The maximum potential additional liability for insurance claims and losses could be \$200,000.
3. The above figures do not include depreciation expense for capital expenditures.

1985/86 Capital ExpendituresFINANCE COMMITTEE

<u>Description</u>	<u>Cost</u>
Scaffolding for main entrance stairwell	\$ 1,760
Bulk shelving for warehouse	3,048
27' galvanized chainlink fence w/gate	600
12 hp. tractor w/48" snow blade	2,500
1-200 MB disk drive	16,000
1-MB core memory for CPU	6,000
5-CRTs	8,000
Check photocopying machine	4,000
Check encoding machine	<u>3,000</u>
TOTAL	\$ 44,908

1985/86 Capital ExpendituresADMINISTRATION COMMITTEE Approved

<u>Description</u>	<u>Cost</u>
Software Financial Package (Accounts Payable and General Ledger)	\$ 55,000
General Office Automation	<u>120,850</u>
TOTAL	\$175,850

TOTAL CAPITAL EXPENDITURES	\$220,758
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