

I N D E X

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

April 25-29, 1980

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SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

April 25-29, 1980

A meeting of the Board of Trustees of Kiwanis International was held at the General Office in Chicago on April 25-29, 1980. Those present: Mark A. Smith, Jr., President; Merald T. Enstad, President-Elect; Hilmar L. "Bill" Solberg, Immediate Past President; Drew M. Petersen, M.D. and John T. Roberts, Vice-Presidents; E. B. "Mac" McKittrick, Treasurer; Albert L. Cox, Frank J. DiNoto, Allen M. Duffield, Warren H. Edwards, Aubrey E. Irby, Egon Kuzmany, Raymond W. Lansford, Henry L. "Les" Myers, Jr., James B. Richard, C. E. "Pete" Thurston, Jr., Donald E. Williams, and J. Stewart Wilson, Trustees. Also present: R. P. Merridew, Secretary; Peter N. Hanly, Executive Director.

1. Proposed Resolutions

Voted, that the report of the Resolutions Committee on the resolutions to be presented in Anaheim as given by Chairman Arthur J. DeLorenzo and attached as Exhibit #1, shall constitute the full and complete report of said committee. (The typewritten copies, as presented by Chairman Arthur J. DeLorenzo and approved by the Board, on which the printed copy is based, is on file with the Official Minutes maintained in the General Office.)

2. Message of the President

The Message of the President is attached as Exhibit #2.

3. Message of President-Elect

Message of the President-Elect is attached as Exhibit #3.

Voted, that Marc Wirtz be appointed to serve as coordinator of a special New Club Building Advisory Group for Europe, with Jacob Groenning, Dieter Hoffman and Georges Mars to serve as members of the group. These men will report to the chairman of the New Club Building-Worldwide East Committee.

4. Report of the Secretary

Report of the Secretary is attached as Exhibit #4.

5. Approval of Summary of Minutes of Board Meeting

Voted, that the minutes of the Board Meeting of January 26-30, 1980, be approved.

6. Approval of Action of Executive Committee

Report with reference to action of the Executive Committee on March 13, 1980, is attached as Exhibit #5.

Voted, that the action of the Executive Committee on March 13, 1980, be approved.

7. Consideration and Approval of General Office Administrative Action

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

Elimination of membership of not-meeting clubs from active membership files
Organization of new clubs
Change of names of Kiwanis clubs
Club incorporations completed
Circle K clubs completed
Key clubs completed
Cancelled meetings

8. Reports of Board Committees

Accounting

Chairman J. Stewart Wilson presented the report of the Committee. This is attached as Exhibit #6.

Recommendation 1. That the record retention schedule (Exhibit B of report) be implemented as official policy of Kiwanis International.

Voted, that this recommendation be adopted.

Recommendation 2. That the Australian accounts receivable management proposal be instituted for overseas districts upon request of the district. (See Exhibit C of the report)

Voted, that this recommendation be adopted.

Recommendation 3. That the Finance Department be authorized to purchase a 4-drawer, legal size, fireproof file cabinet with an interior security section which is operable by a combination lock. Approximate cost is \$800.00. Funds to come from the capital funds.

Voted, that this recommendation be adopted. (See Recommendation 6 of Finance Committee Report)

Report received.

Circle K

The report was presented by Chairman Aubrey E. Irby and it is attached as Exhibit #7.

Recommendation 1. That effective in 1981 training conferences, not to exceed three, be conducted for Circle K Administrators and newly elected Circle K Governors; that these conferences be held in May; and that due to the manpower required to conduct these conferences, the Circle K International President assist the International Administrator as part of the conference faculty.

Voted, that this recommendation be adopted.

Report received.

Club Service

Chairman Allen M. Duffield presented the report of the Committee, which is attached as Exhibit #8.

Recommendation 1. That Kiwanis advance to and absorb any deficit sustained by the Bangkok Club of \$5,564.00 inasmuch as the club complied with the requirements and because we have accepted overages in the past.

Voted, that the recommendation be amended to provide that the Club Service Committee present to the Board at its next meeting a recommendation for a policy to be included in the Kiwanis Board Policies regarding future multi-district area conferences, and that the policy be explicit in setting forth the responsibilities of the Board of Kiwanis International and what will be and will not be reimbursed.

Voted, that the recommendation as amended be adopted.

Recommendation 2. That approval be given to the Extension Department to make arrangements to organize Kiwanis clubs in Tunisia.

Voted, that this recommendation be adopted.

Recommendation 3. That approval be given to the Extension Department to make arrangements to organize Kiwanis clubs in Sri Lanka.

Voted, that this recommendation be adopted.

Recommendation 4. That Avelino Tanjuakio from the Philippine Luzon District be designated Distinguished Governor for 1978-79 and that this announcement be made by the Immediate Past President and President of Kiwanis International as soon as possible.

Voted, that this recommendation be adopted.

Report received.

Communications

The report of the Committee is attached as Exhibit #9. It was presented by Chairman John T. Roberts.

Recommendation 1. That Connelly Medals be awarded to Edward Wilhelm, Canfield, Ohio; Albert R. Heidemann, Fremont, Nebraska; Edward M. Adler, Howard Beach, New York; Howard Hanson, Westmorland, Jamaica; and Michael Adamic, Redford Heights, Michigan, for the acts of heroism cited.

Voted, that this recommendation be adopted.

Recommendation 2. That a Connelly Medal winner to be honored on the convention stage Anaheim be named from among these winners: Ernesto Martinez, Phoenix, Arizona; Otis Nolf, Vermillion, Ohio; Albert R. Heidemann, Fremont, Nebraska; and Dwight Stone, Trenton, Ohio.

Voted, that this recommendation be adopted.

Recommendation 3. That the resolution of thanks, as shown in Exhibit B of this report, be adopted by the Board and forwarded to Chairman Glenn Claybaugh.

Voted, that this recommendation be adopted.

Recommendation 4. That public relations workshops be repeated in the future as needed, and that purchase of an audio/tape camera and recorder be included in the audio-visual budget adjustment request of the Committee on Program Development, with that Committee's concurrence.

Voted, that this recommendation be adopted. (See Recommendation 2 of Program Development Committee.)

Recommendation 5. That a suitable award be devised and presented to Oren Arnold at the Legion of Honor Luncheon in Anaheim, recognizing his many years as editor of Gong and Gavel.

Voted, that this recommendation be adopted.

Report received.

Convention

The report, which is attached as Exhibit #10, was presented by Chairman Drew M. Petersen.

Recommendation 1. That two two-way radios be purchased.

Voted, that this recommendation be adopted and referred to the Finance Committee. (See Recommendation 8 of the Finance Committee)

Report received.

Honorary Chairman of Anaheim Convention

It was agreed that Past International President Heimbaugh be made Honorary Chairman of the Anaheim Convention.

Data Processing

Chairman James B. Richard presented the report of the Committee. This is attached as Exhibit #11.

Recommendation 1. That the idea of an audio-visual slide program on the administrative responsibilities of the club President and Secretary be referred to the audio-visual section of the Program Development Department for a feasibility and implementation study.

Voted, that this recommendation be adopted.

Recommendation 2. That the Communications Committee evaluate the use of the Directory, its format and contents, and determine if information and/or distribution can be reduced.

Voted, that this recommendation be adopted.

Report received.

Growth

Chairman Warren H. Edwards presented the report of the Committee, which is attached as Exhibit #12.

The recognition of Cliff Spearman and Thomas E. Beckwith at the convention in Anaheim for their records of sponsorship of new Kiwanis members was discussed.

Voted, that Cliff Spearman and Thomas E. Beckwith be recognized at the Anaheim convention for their records of sponsorship of new Kiwanis members by presentation to them on the convention stage of a pen and pencil set.

Recommendation 1. That in addition to the items currently included in the Kiwanis and You Kit that the following be added: copy of the Kiwanis Magazine with an appropriate sticker affixed reading, "This is a sample of the magazine you will be receiving as a member of Kiwanis"; three copies of the folder "What Is Kiwanis?"; and a cover sheet reminding the club secretary to be certain that the certificate is properly signed and the new member's name affixed and that he adds to the kit prior to presentation a lapel pin, a copy of the club's roster, weekly bulletin, and an information sheet listing pertinent facts about the operation of the club, its activities and fund-raising projects.

Voted, that this recommendation be adopted.

Report received.

Key Clubs

The report of the Committee is attached as Exhibit #13. It was presented by Chairman Merald T. Enstad.

Recommendation 1. That the tentative budget for the 37th Key Club International Convention (attached as Exhibit A of the report) be approved.

Voted, that this recommendation be adopted.

Recommendation 2. That the following dates be approved:

- (1) Post-Convention Training Conference - July 3-6, 1980.
- (2) Valley Forge Board Meeting - August 27-29, 1980.
- (3) Winter Board Meeting - February 20-23, 1981.
- (4) Key Club Week - November 9-15, 1980.
- (5) K-Family Weekend - Any weekend in February, 1981.

Voted, that this recommendation be adopted.

Recommendation 3. That the 1983 Key Club International Convention be held July 10-13, 1983, and the 1984 Key Club International Convention be held July 1-4, 1984.

Voted, that this recommendation be adopted.

Recommendation 4. That Policy #3H be added to the current Kiwanis Board Policies (Page H-16) to read as follows: "3H - All dues received from Key Clubs listed on 'Suspended Status' list cannot be accepted by the Key Club Department unless accompanied by a list of officers and members." The Committee further recommends that this policy be referred to Laws and Policies for inclusion in the current policies.

Voted, that this recommendation be adopted.

Recommendation 5. That effective in 1981 training conferences, not to exceed three, be conducted for Key Club Administrators and newly elected Key Club Governors and that these conferences be held in May. Also, that the participation by the President of Key Club International be left to the International Administrator's discretion. It is not deemed necessary that the president be in attendance at all three conferences.

Voted, that this recommendation be adopted.

Report received.

Kiwanis Education

Chairman Donald E. Williams presented the report of the Committee. The report is attached as Exhibit #14.

Recommendation 1. That the next revision of the Official Monthly Report form include a separate Kiwanis Education heading and space for reporting Kiwanis Education activity, and that districts be encouraged to include credit for Kiwanis Education activities in their rating plans.

Voted, that this recommendation be adopted.

Report received.

Laws and Policies

Chairman Hilmar L. "Bill" Solberg presented the report of the Committee, which is attached as Exhibit #15.

Recommendation 1. The adoption of the wording of the amendment to Article VI, Section 4, of the International Bylaws as delineated in Proposed Amendment No. 1 in Exhibit A of the report for presentation to the delegates in Anaheim.

Voted, that this recommendation be adopted.

Recommendation 2. That the policy on "Mail" on Page A-9 of Policies be amended to insert the word "reasonably" before the word "guaranteed" in line three and before the word "guarantees" in line five.

Voted, that this recommendation be adopted.

Recommendation 3. That the words "or when traveling to countries outside of the United States and Canada" be deleted from Policy 8a(2) on Page F-10 of Policies re Travel of International Secretary.

Voted, that this recommendation be adopted.

Report received.

Leadership and Council

The report of the Committee was presented by Chairman Egon Kuzmany, and it is attached as Exhibit #16.

Report received.

New Club Building

Chairman James B. Richard presented the report of the Committee. The report is attached as Exhibit #17.

Recommendation 1. That the charters of the 173 clubs listed on attachment A of the report be revoked.

Voted, that this recommendation be adopted.

Recommendation 2. That Recommendation #7 of the January 27, 1980, meeting of the New Club Building Committee as adopted by the International Board be deleted.

Voted, that this recommendation be adopted.

Recommendation 3. That emphasis be made in all new club building materials that all clubs organized in Kiwanis International have the same status and same responsibilities for dues, service to community, reporting, and other club obligations.

Voted, that this recommendation be adopted.

Recommendation 4. That new clubs continue to be organized with 20 members but the Charter be presented to them only after they have 25 members, and that it be the responsibility of the District Governor to verify the club has the required 25 active members before he or his representative presents the Charter to the club.

Voted, that this recommendation be adopted.

Report received.

Program Development

Report of the Committee is attached as Exhibit #18. It was presented by Chairman C. E. "Pete" Thurston, Jr.

Recommendation 1. That the National Farm-City Council be informed that Kiwanis International can no longer justify its role as the coordinating

agency after January 31, 1981. However, Kiwanis will continue to support the purposes and efforts of the organization.

Voted, that this recommendation be adopted.

Recommendation 2. That an amount not to exceed \$15,000 be added as a line item in the Program Development Department for 1979-80 for the purpose of developing an audio-visual capability in the General Office.

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

Recommendation 3. That a round-trip economy fare plus \$100 be paid to all 1980-81 International Committee Chairmen for their participation in the Program Planning Conference to be held at the time of the International Convention in Anaheim.

Voted, that this recommendation be adopted.

Report received.

Property and Supplies

Chairman Albert L. Cox presented the report of the Committee. This is attached as Exhibit #19.

Recommendation 1. That the number of sites under consideration for the relocation of the General Office be reduced to two or three sites which appear to be acceptable to the entire Committee. Further, that this Committee and the Executive Director Peter N. Hanly be permitted to visit one or more of these sites at the expense of Kiwanis International to evaluate all criteria necessary and to report in detail our final recommendation to the Board for adoption at the Anaheim Convention meeting.

Voted, that this recommendation be adopted.

It was stated that the Property and Supplies Committee is also responsible for handling proposals relating to the sale of the present property.

Recommendation 2. That the International Secretary be authorized to confirm a 5-year lease arrangement with the A.B. Dick Company for a #1600 Copy Printer at the rate of \$1,099.33 per year, to enable this arrangement to be initiated in May, 1980, and that this be referred to the Finance Committee for implementation.

Voted, that this recommendation be adopted.

Report received.

Structure

Chairman Raymond W. Lansford presented the report of the Committee. This is attached as Exhibit #20.

Recommendation 1. That the plan of restructure of the Board as modified in the exhibit attached to the report be adopted.

The plan of restructure as modified was discussed.

Voted, that the matter be tabled.

Recommendation 2. That the procedure to be recommended to the Council for the nominations and seconds for candidates for International office in Anaheim be as follows:

For the Office of President - one nominating speech of five minutes and one seconding speech of one minute.

For the Office of President-Elect - one nominating speech of five minutes and one seconding speech of one minute.

For the Office of Vice-President and the Office of Treasurer - one nominating speech of three minutes and one seconding speech of one minute.

For the Office of Trustee - one nominating speech of two minutes and one second from the platform with no speech.

Voted, that this recommendation be adopted.

Recommendation 3. That the Board Committee on Finance and Personnel provide funds for line item 01-108-08 in the amount of \$815.
(Reprinting of Standard Form for District Bylaws)

Voted, that this recommendation be adopted.

Report received.

9. Report of Treasurer

Report of the Treasurer was presented by E. B. "Mac" McKitrick. This is attached as Exhibit #21.

Report received.

10. Report of Committee on Finance and Personnel

The report of the Committee was presented by Chairman E. B. "Mac" McKitrick. It is attached as Exhibit #22.

Recommendation 1. That accounts receivable for the following clubs be written off. Buenos Aires, \$748.75; Rosario, \$231.00; Moron, \$893.80 - provided the clubs pay the balance of all financial obligations to Kiwanis International owed as of April 1, 1980, prior to June 30, 1980. The Finance Department was directed to notify the affected clubs.

Voted, that this recommendation be adopted.

7. Consideration and Approval of General Office Administrative Action

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

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Recommendation 2. That the Australian accounts receivable management proposal be instituted for overseas districts upon request of the district. (See Exhibit C of the report)

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Recommendation 3. That the Finance Department be authorized to purchase a 4-drawer, legal size, fireproof file cabinet with an interior security section which is operable by a combination lock. Approximate cost is \$800.00. Funds to come from the capital funds.

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Report received.

Circle K

The report was presented by Chairman Aubrey E. Irby and it is attached as Exhibit #7.

Recommendation 1. That effective in 1981 training conferences, not to exceed three, be conducted for Circle K Administrators and newly elected Circle K Governors; that these conferences be held in May; and that due to the manpower required to conduct these conferences, the Circle K International President assist the International Administrator as part of the conference faculty.

Voted, that this recommendation be adopted.

Report received.

11. Report of the Kiwanis International Foundation

Report of the Foundation is attached as Exhibit #23.

It was indicated that a Frederick Rosen's term on the Kiwanis International Foundation Board was expiring and that he would not be eligible for re-election.

Voted, that Lee Powell of the New England District be nominated for election to succeed Fred Rosen on the Board.

12. Other Business

Iran Rescue Attempt

President Smith reported that the White House had contacted Kiwanis to relate the details of the Iran rescue attempt.

Voted, that a telegram be sent to the White House expressing the support of Kiwanis in the attempted rescue.

Key Club and Circle K in Overseas Clubs

Voted, that the Board Committees on Key Clubs and Circle K be instructed to prepare a plan for presentation to the International Board for including the overseas districts in the International organizations of Key Clubs and Circle K, such plan to outline how this can be done and what it will cost.

Transition Plan re Executive Director

When Executive Director Hanly arrives, he will be in charge of Bill Jepson and all departments reporting to Bill. At a date shortly after the Anaheim Convention, Bob Detloff and everyone reporting to Bob Detloff will report to Executive Director Hanly. At specified dates in the future, the Magazine Department and Public Relations Department will start reporting to Executive Director Hanly. All of this will take place before the first of October.

Remarks of Immediate Past President Solberg

"This will be my last Board Meeting in Chicago, and I would be remiss, Reg, if I did not express my thanks to you and your entire staff and all those working under you for the great cooperation you gave me last year. I know the Presidents before me felt the same way. I want to tell you this personally and to put on the record that I as President appreciated very much your cooperation last year; and I am sure all the members of this Board feel the same way."

13. Next Board Meeting

The next Board Meeting will be at the time of the International Convention in Anaheim, California.

Adjournment.

PREAMBLE

The British poet Tennyson wrote:

I doubt not thro' the ages one increasing purpose runs,
And the thoughts of men are widen'd with the process of the suns.

Today we continue a long tradition of Kiwanis by assembling here in order to express to ourselves, our fellow members, and the world our firm belief that Kiwanis itself, since the adoption of its six permanent Objects in 1924, has had one continuous purpose --- one increasing purpose : to build a better world.

In this process, we do indeed here recommit ourselves to our revered Objects but we also, by looking at the Kiwanis organization and ourselves from a newer perspective, discover new ways of increasing our purpose and widening our thoughts with the process of the sun.

The focus of our proposed resolutions is upon raising the standard of excellence in whatever we do. These are not times for ordinary effort. These are not times to be involved in doing little things for little purposes. These times demand not only that we do something but also that we do all that we can and do it most excellently.

If more than 300,000 Kiwanians around the world will now commit themselves to that ideal, our increasing purpose will continue to run --- run through the ages, "still constant in a wondrous excellence."

1. EFFORT TOWARD EXCELLENCE

To cite the problems of the world is not to solve them. Our challenge is, in the words of Hamlet, "To take arms against a sea of troubles and, by opposing, end them."

To list the arms that must be employed in combat is not to win the battle. The individual and collective resources of concerned persons must be applied with vigor and with excellence of effort by all who would be constructive forces in a sorely-troubled world.

Persistent threats to our traditional values, to world peace and to peace of mind, to our economic well-being, and to our individual freedom are several among many evidences of our present need for commitment to an exceptional effort for higher excellence.

Kiwanis International and its member clubs arose from excellence of principle and have endured because of excellence of performance. Today the challenge to Kiwanis as an organization and to each of its members is to make an effort toward excellence greater than it has ever made before.

A. Let us make an effort toward excellence by promulgating and exemplifying human and spiritual values through:

- Renewed commitment to the first Object of Kiwanis: "To give primacy to the human and spiritual, rather than to the material values of life"
- Promotion of Worldwide Prayer Week
- Elevation of every Committee on Spiritual Aims to a position consistent with its reason for existence

B. Let us make an effort toward excellence of leadership through:

- Our participation in the process of electing our public leaders

- Our willingness to accept positions of leadership within Kiwanis and in public life and to encourage others to do so
- Leadership education follow-through which will qualify all elected and appointed officers, directors, and chairmen to carry out their responsibilities with distinction

C. Let us make an effort toward excellence in human relations through:

- Association with the aged, the lonely, and the isolated
- Club and individual action to help alleviate hunger, suffering, oppression, and impoverishment wherever it exists
- Programs directed toward improving the quality, and assuring the permanence, of family life
- Continuous development of our knowledge and understanding of people who differ from us

D. Let us make an effort toward excellence in ethics through:

- A single standard of giving to others what we would expect others to give to us --- in our business and professional standards, in our family relationships, in the support of our leadership, and in all of our involvement in the agenda of Kiwanis activities

E. Let us make an effort toward excellence for youth through:

- Our support of quality education for all children and youth
- Working to assure public school curricula which give high priority to excellence in communications skills, including the skill of public speaking
- Keeping our commitment to Circle K Clubs, Key Clubs, Builders Clubs, Kiwajunior Clubs, and other child or youth organizations we sponsor

- Exemplifying to children and youth what we would want them to be as adults
- Continuous implementation of youth services programs

F. Let us make an effort toward excellence of responsible citizenship through:

- A determination of the greatest needs and opportunities within our society --- followed by a response which reflects the best we, as clubs or as individuals, can offer in terms of our time, our skills, and our abilities
- Giving special attention to programs supporting fiscal responsibility and reduced government spending, government deregulation and greater productivity, as well as energy-related concerns, such as resource management and development

What the world needs now is a higher excellence of effort from those who have the ideals, the abilities, and the determination to provide it. If Kiwanis will respond to this challenge to excellence, it will have its greatest year.

THEREFORE, BE IT RESOLVED THAT:

Kiwanis International, Kiwanis clubs, and member Kiwanians aspire to a higher degree of excellence in all of their activities and endeavors during the 1980-81 administrative year.

II THAT ALL MAY COMMUNICATE

Many thousands of children throughout the world are unable to fully communicate with other persons because of physical or environmental problems. Some cannot, because of a disability, hear or see or speak normally. Others are denied the opportunities for normal communication because of illiteracy, inability to speak the language of the community in which they reside, imposed isolation, or other environmental factors.

THEREFORE, BE IT RESOLVED THAT:

1. Kiwanis clubs undertake community analyses in order to identify the needs and opportunities for service to children and youth with physical or environmental problems which prevent or interfere with communication.
2. Kiwanians take time to care about these children by creating greater public awareness and understanding of their problems.
3. Kiwanis clubs make possible the early identification, treatment, and rehabilitation of such children.

**INTERNATIONAL COMMITTEE
ON RESOLUTIONS**

Chairman, Arthur J. DeLorenzo
831 New Brunswick Avenue, Rahway, New Jersey 07065

G. Bruce Bartels
388 Henkens Drive, Chadron, Nebraska 69337

Lindley H. "Dig" DeGarmo
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(Reisterstown Club)

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Walter Frueh
Casa Alfa, CH-6911 Carabbia/TI, Switzerland
(Milano-Centro, Italy, Club)

Harold M. Heimbaugh
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**Kiwanis International
101 East Erie Street
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RESOLUTIONS

**65TH ANNUAL CONVENTION
OF KIWANIS INTERNATIONAL
ANAHEIM, CALIFORNIA
JUNE 22-25, 1980**

Proposed resolutions will be presented for action by the delegates to the 65th Annual Convention of Kiwanis International in Anaheim, California, June 25, 1980, and are not effective unless adopted by the delegate body. They are presented by the International Committee on Resolutions in accordance with the International Bylaws and are recommended by the Committee on Resolutions.

Confidential/not for republication or editorial comment

INTRODUCTION

Your Committee on Resolutions proposes the following resolutions to be acted upon by the House of Delegates on Wednesday morning, June 25, 1980, at the 65th Annual Convention of Kiwanis International in Anaheim, California.

To the extent possible, these proposed resolutions reflect the combined thinking of all Kiwanians on those subjects that appear to be of greatest concern to them. This was made possible because of the excellent input from clubs, districts and individual Kiwanians. Each item was given careful and thoughtful consideration, resulting in the following resolutions.

Your Committee wishes to express its thanks and appreciation to all clubs and districts which submitted proposed resolutions and to all who submitted other material for its consideration. This made it possible for the Committee to secure a better grasp of what Kiwanians are thinking. While we regret that we were unable to use all of the ideas expressed, the Committee would urge individual clubs and districts to pursue on their own those projects which they believe will merit their support and attention.

It is the hope of your Committee that resolutions which are adopted will become the basis for dynamic programs of service by individual clubs and not just platitudes to be pointed to as landmarks of Kiwanis philosophy. We would also remind all clubs that the absence of a proposed resolution relating to a previously identified area of concern should not suggest that this is no longer an appropriate subject for club activity. Quite the contrary, all previous resolutions remain in effect as long as they serve a need for an individual club or an entire district. Clubs are encouraged to pursue those areas of concern which they believe will enable them to render true community service.

ARTICLE X

"Section 2. All proposed resolutions shall be submitted to the Secretary of Kiwanis International by the International Board of Trustees, districts or chartered clubs, at least sixty (60) days prior to the date of the Annual Convention. Within two weeks thereafter the International Committee on Resolutions shall meet to consider such proposed resolutions as well as any resolutions which may be initiated by the committee. The International Secretary shall send a copy of all resolutions recommended by the committee, other than memorial and appreciation resolutions, to each chartered club not later than thirty (30) days prior to the convention.

"No resolutions other than those so sent to chartered clubs shall be considered unless the International Board of Trustees shall recommend, by a two-thirds (2/3) vote, consideration of such resolutions by the Resolutions Committee."

B

G

II. THAT ALL MAY COMMUNICATE

Many thousands of children throughout the world are unable to fully communicate with other persons because of physical, emotional, or environmental problems. Some cannot, because of a disability, hear or see or speak normally. Others are denied the opportunities for normal communication because of illiteracy, inability to speak the language of the community in which they reside, imposed isolation, or other environmental factors.

THEREFORE, BE IT RESOLVED THAT:

1. *Kiwanis clubs undertake community analyses in order to identify the needs and opportunities for service to children and youth with physical, emotional, or environmental problems which prevent or interfere with communication.*
2. *Kiwanians take time to care about these children by creating greater public awareness and understanding of their problems.*
3. *Kiwanis clubs make possible the early identification, treatment, and rehabilitation of such children.*

PREAMBLE

The British poet Tennyson wrote:

I doubt not thro' the ages one increasing purpose runs,
And the thoughts of men are widen'd with the process
of the suns.

Today we continue a long tradition of Kiwanis by assembling here in order to express to ourselves, our fellow members, and the world our firm belief that Kiwanis itself, since the adoption of its six permanent Objects in 1924, has had one continuous purpose—one increasing purpose: to build a better world.

In this process, we do indeed here recommit ourselves to our revered Objects but we also, by looking at the Kiwanis organization and ourselves from a newer perspective, discover new ways of increasing our purpose and widening our thoughts with the process of the sun.

The focus of our proposed resolutions is upon raising the standard of excellence in whatever we do. These are not times for ordinary effort. These are not times to be involved in doing little things for little purposes. These times demand not only that we do something but also that we do all that we can and do it most excellently.

If more than 300,000 Kiwanians around the world will now commit themselves to that ideal, our increasing purpose will continue to run—run through the ages, "still constant in a wondrous excellence."

I. EFFORT TOWARD EXCELLENCE

To cite the problems of the world is not to solve them. Our challenge is, in the words of Hamlet, "To take arms against a sea of troubles and, by opposing, end them."

To list the arms that must be employed in combat is not to win the battle. The individual and collective resources of concerned persons must be applied with vigor and with excellence of effort by all who would be constructive forces in a sorely-troubled world.

Persistent threats to our traditional values, to world peace and to peace of mind, to our economic well-being, and to our individual freedom are several among many evidences of our present need for commitment to an exceptional effort for higher excellence.

Kiwanis International and its member clubs arose from excellence of principle and have endured because of excellence of performance. Today the challenge to Kiwanis as an organization and to each of its members is to make an effort toward excellence greater than it has ever made before.

A. Let us make an effort toward excellence by promulgating and exemplifying *human and spiritual values* through:

- Renewed commitment to the first Object of Kiwanis: "To give primacy to the human and spiritual, rather than to the material values of life"
- Promotion of Worldwide Prayer Week
- Elevation of every Committee on Support of Spiritual Aims to a position consistent with its reason for existence

B. Let us make an effort toward excellence of *leadership* through:

- Our participation in the process of electing our public leaders
- Our willingness to accept positions of leadership within Kiwanis and in public life and to encourage others to do so
- Leadership education follow-through which will assist all elected and appointed Kiwanis officers, directors, and chairmen in carrying out their responsibilities with distinction

C. Let us make an effort toward excellence in *human relations* through:

- Association with the aged, the lonely, and the isolated
- Club and individual action to help alleviate hunger, suffering, oppression, and impoverishment wherever it exists
- Programs directed toward improving the quality, and assuring the permanence, of family life
- Continuous development of our knowledge and understanding of people who differ from us

D. Let us make an effort toward excellence in *ethics* through:

- A single standard of giving to others what we would expect others to give to us—in our business and professional standards, in our family relationships, in the support of our leadership, and in all of our involvement in the agenda of Kiwanis activities

E. Let us make an effort toward excellence for *youth* through:

- Our support of quality education for all children and youth
- Working to assure public school curricula which give high priority to excellence in communications skills, including the skill of public speaking
- Keeping our commitment to Circle K Clubs, Key Clubs, Builders Clubs, Keywanettes, Kiwajunior Clubs, and other child or youth organizations we sponsor
- Exemplifying to children and youth what we would want them to be as adults
- Continuous implementation of youth services programs

F. Let us make an effort toward excellence of *responsible citizenship* through:

- A determination of the greatest needs and opportunities within our society—followed by a response which reflects the best we, as clubs or as individuals, can offer in terms of our time, our skills, and our abilities
- Giving special attention to programs supporting fiscal responsibility and reduced government spending, government deregulation and greater productivity, as well as energy-related concerns, such as resource management and development

What the world needs now is a higher excellence of effort from those who have the ideals, the abilities, and the determination to provide it. If Kiwanis will respond to this challenge to excellence, it will have its greatest year.

THEREFORE, BE IT RESOLVED THAT:

Kiwanis International, Kiwanis clubs, and member Kiwanians aspire to a higher degree of excellence in all of their activities and endeavors during the 1980-81 administrative year.

TO THE
INTERNATIONAL BOARD OF TRUSTEES

April 25, 1980

For the past ten years we have had an almost level membership even though record numbers of new clubs have been built in many of those years, and we have extended the Kiwanis ideal to many new countries with many millions of potential Kiwanians. This is a serious matter and the time has come for this Board to concern itself with this situation.

The first 55 years of our existence Kiwanis experienced steady, sometimes spectacular growth. Then about ten years ago it leveled off. About this time the committee structure was changed eliminating virtually all of the strictly Kiwanis committees such as Inter-Club, Programs & Music, and Education & Attendance. Also, the classification system was changed removing much of the prestige of membership.

The intent of these changes was to increase membership by making it easier to become a Kiwanian and less effort to remain a member. Apparently that has not been the result. I am asking the Club Service, New Club Building, Growth, Program Development, Kiwanis Education, and Communications Committees to look into this situation and recommend courses of action or study, making it possible for more men to enjoy membership in Kiwanis. All these committees are asked to give at least a preliminary report on this at this Board Meeting.

The Finance Department has been in complete disarray. Thirty-two of thirty-three districts I have visited have differences with our financial records; only Japan did not furnish proof of our error and they had no clubs allegedly in arrears.

Furthermore, in January, 1980, we had over \$4,000 in a bank in Buenos Aires, Argentina and no checkbook, a larger amount in a bank in Bogota, Colombia with signature cards 3-years out of date. These accounts were non-interest bearing and we could not use the money because of the above discrepancies. We have bank accounts in Philippine Luzon, Philippine South, Korea and

Thailand that are not properly accounted for on our last year's audit. Contrary to the audit statement, our financial transactions were not handled by our Data Processing equipment, even minimally. Our accounting methods were archaic and lead to many inaccuracies. Therefore, I recommend that the services of our present auditing firm be terminated and bids solicited from at least three other firms for future service. The Finance Committee is hereby asked to solicit bids and make a recommendation for your action as soon as possible. They will also bring you up to date on our employees pension plan.

The March Financial Report would indicate we are on the right track; we are now \$82,000 net better than budget. Whether this is due to good management this year or poor management last year or a combination of both is not yet apparent.

Another budget consideration for future years. The President should have available nice and unique gifts for presentation to Heads of State and influential people during his visits. My estimate is about one hundred gifts totaling \$5,000.

All thirty-three districts had a history of problems with our Supplies Department within the last twelve months. This will require constant monitoring by the Property and Supplies Committee.

Personnel: It is my understanding that all but two staffmen are now members of Kiwanis, and the staff ladies are members of other service clubs. Therefore, I would like a recommendation from the Personnel Committee that "all staff people except the two present employees be a member in good standing of a service club as a qualification of their employment." Hopefully this will prevent us from ever again getting in the position we were in three years ago when a majority of our staff were not service club oriented.

The continuous education of our staff is moving at a much slower pace than I had hoped. Therefore, it is necessary for Board action to direct that all staff people avail themselves of some continuing education course every twelve months, at Kiwanis expense, of course. The money is available in the salary account this year and should be budgeted in following years.

Staffing General Office. Concern has been expressed about the practice of reducing service and personnel in the General Office during, before and after the convention. Many of our members visit Chicago going to and from the convention and of course there is considerable activity at this time. I would like for the Office Management Committee to work with Reg and Pete to insure adequate staffing in Chicago.

Our efforts to establish an Audio Visual capability is also unsatisfactory and I would like the Program Development Committee to come up with a plan to provide audio visual service.

Last year this Board approved in principle the Key Club going international and implementation of this should be started, and some decision on Circle K doing likewise should be made by the full Board at this time.

The plan to have candidates appear before the delegates in a question and answer session at the Anaheim Convention has met with unanimous approval by the Governor and I now ask for Board action on this procedure.

We have received several serious proposals from purchasers for the General Office Building and you will be kept up to date on this matter.

The restructuring of the International Board was enthusiastically accepted by most Governors and it is hoped we can finalize the plan at this meeting.

I continue to get good reports of your efforts in counseling the districts and the attachment of non-districted clubs has been 100% accepted and will provide a much better Kiwanis experience for all participating clubs and districts.

MARK A. SMITH, JR.
President

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

April 25, 1980

Since the January Board Meeting, the tempo of planning and scheduling for the 1980-81 Kiwanis year has been increasing rapidly.

In February, I attended the Board Meeting of Key Club International. I continue to be impressed with the ability, the concern and the grasp these people have on the many problems in our society, and it is reassuring to sense the confidence they have in the future.

The end of March brought together for the first time all forty-three governors-elect, the president of Kiwanis International - Europe, and the president of the Korea Council of Kiwanis International for the Governors-elect Conference. Comments made by several people who have attended previous ~~governor~~-elect conferences were that it was perhaps the most successful conference ever held.

I am pleased to report that our Major Emphasis Program, Theme and Goals for next year were enthusiastically received by all the governors-elect, Kiwanis International - Europe president, and president of the Korea Council. Several came to me after the presentation and indicated that they know of specific "Communications Disabilities" needs in their community which Kiwanis can and must serve.

I thank all concerned for the format and planning that helped make this conference such a great success under the direction of Percy Shue with the fine cooperation of the other staff members. Credit is certainly due the Leadership and Council Committee - Egon Kuzmany, chairman, and Trustees Ray Lansford, Les Myers and Pete Thurston - for the excellent jobs each of them did. Thank you, gentlemen.

One evening during the conference was spent in free and open discussion regarding the "Proposed Restructuring of the International Board." A week later I returned to attend a portion of the district secretaries meeting, and again an evening was spent discussing the Restructure Proposal.

I am happy to report that all the dates for my official visits to the forty-three districts have been made and confirmed by the governors-elect. The four Regional Conferences for Governors have also been set, as well as the ten Regional Workshops for Lieutenant Governors and Club Presidents for 1980-81.

Indications are that all of the 1980-81 international committee chairmen and most, if not all, of the committee members will be in Anaheim, and I am pleased to note that each chairman is making arrangements for a get-together of their committee at the International Convention.

This year I have appointed a special New Club Building Advisory Group for Europe so as to assure continued growth in this important Kiwanis area. Marc Wirtz of Antwerpen, Belgium, will serve as coordinator and other members are Jacob Groenning of Baerum, Norway, Dieter Hoffman of Weinstrasse, Germany and Georges Mars of Bordeaux-Montaigne, France. These men will report to the chairman of the New Club Building - Worldwide East Committee.

Recommendation #1:

I recommend that these appointments be approved.

I move that recommendation 1 be adopted.

(Adopted)

With all the planning that has gone into next year, I have, however, reminded the governors-elect and the district secretaries that there are still five months remaining in this Kiwanis year and have asked their continued support and effort to make this year a great Kiwanis year, and I am sure, President Mark, that this year will be an outstanding year in every respect.

Respectfully submitted,

Merald T. Enstad
President-elect

REPORT OF THE SECRETARY
TO THE
INTERNATIONAL BOARD OF TRUSTEES

April 25, 1980

Our 1979-80 administrative year, now approaching the end of its seventh month, has been an exciting one, with interesting innovations in many areas. Under President Mark's leadership and that of the members of this Board we have so many areas of action to report upon that I will be as brief as possible in each area, leaving the details to the individual Board Committee reports. Kiwanians throughout the world are following our theme - BUILD TOGETHER - and here in the General Office we have taken that admonition literally.

BUILDING RENOVATION The extensive renovation of the General Office, which you approved at the last meeting, has been almost completely accomplished as you will certainly have seen immediately upon arriving for this meeting. Donn Ayre and our own Bill Brown have worked extremely well as a team to bring these changes very near to completion. Some painting, followed by final relocation of furniture, will complete the approved changes. The order fulfillment operations of the Supplies Department, formerly worked out of the lower level of the General Office, is now set up and operating smoothly at North Pier Terminal under the direction of Production Manager Frank Schwerthoffer. He, together with our maintenance engineer Stan Matuszewicz, has joined Bill Brown in working long, hard hours to help bring the renovation to completion. Joe Papp also came out of retirement to lend a much-needed hand and to draw upon his knowledge of the construction details of the General Office. Immediately following the conclusion of this Board meeting our new telephone system will be installed, increasing the number of trunk lines by 20% and adding such modern conveniences as touch-tone dialing, much greater conference call capability, and especially the ability to transfer outgoing as well as incoming calls. Completion date for this much-needed modernization of our telephone equipment is scheduled for May 19.

ANAHEIM CONVENTION Advance registrations for Anaheim are running ahead of last year's figures in about half of the districts. But the total figures reveal the need for additional emphasis on registering early. For the week ending April 18 the totals included 4,071 men and 3,155 women, for a total of 7,226. Last year's total on that date was 8,819. Seven districts have exceeded their quota with six others very near that goal. Host Committee Chairman Dick Smith and Host District Governor Ken Ferror are bending every effort to bring that district's registrations up. One encouraging situation is revealed in the fact that 14 of the host area clubs have achieved the 100% registration mark with quite a few more having indicated they fully intend to reach that goal.

Program plans are complete and we shall be looking forward to Chairman Drew's report for complete details.

GOVERNOR-ELECT
CONFERENCE

Our annual Conference for Governors-elect was held from March 26 to 29 at the Sheraton Plaza Hotel and saw every Governor-elect in attendance, together with Kiwanis International-Europe President-elect Christof Schaertlin. Choi-Tai-Il, President-elect of the Korean Council, also attended at his own expense. The conference was presided over by President-elect Merald, ably assisted by the members of the Board Committee on Leadership and Council. The comments of the Governors-elect at the conclusion of the conference and in subsequent correspondence all reflect complete satisfaction with the benefits gained by our 1980-81 leadership team.

CONFERENCE FOR
DISTRICT SECRETARIES

This year's Conference was held from April 8 to 10 in the General Office. Twenty-six district secretaries, two district secretaries-designate and 2 administrative secretaries were in attendance and here, too, reaction to the conference itself were all favorable.

MEMBERSHIP

As of March 31, 1980, the Trend Membership figure showed an APS membership of 298,980, including 12,141 members in Kiwanis International-Europe. The reported honorary membership is 3,521, making a total membership in all classes of 302,501. This compares to 300,073 for the same period in 1978-79.

The new member adds from October 1, 1979 through March 31, 1980 totaled 29,290. For the same period in 1978-79 the new member adds were 29,420; in 1977-78 - 29,081; and in 1976-77 - 28,386.

During the Anaheim convention we will be recognizing New Member Sponsors on Tuesday morning. To date, we know of seventeen Kiwanians who have sponsored 50 or more members. The Kiwanian who has the best record to date and will very likely be called to the stage to be recognized is Cliff Spearmann, a member of the Kiwanis Club of Kempsville-Virginia Beach, Virginia. Cliff has sponsored 339 new members.

NEW CLUB BUILDING

The number of new clubs built to the date of preparation of this report is 190. This compares to 190 built to this date last year. Contacts with the individual districts indicate the possibility that we will pull ahead of last year's pace by the end of this month.

Several districts are aiming to set new records this year, including Benelux-France-Monaco with 13 clubs organized and 17 in the formative stage, Georgia with 13, California-Nevada-Hawaii with 13, New York with 10, and Southwest and Pacific Northwest each with 9.

Speegle Berry has been in England since April 5 and is working in the London area attempting to organize the first club in downtown London. He will return to his U.S. districts on May 1. Bill Gephart is scheduled to depart for Australia in July for a maximum six-week period. He plans to return in late August.

KEY CLUBS

Total paid membership of 92,722 compares favorably with 85,194 a year ago. The total number of clubs is 3,609 compared to 3,568 a year ago. New clubs so far this year total 124, compared to 119 a year ago. We anticipate that Key Club will end the year with a membership gain of at least 3,000.

Since taking over his additional responsibilities as Travel Coordinator, Gary McCord, working closely with former Circle K District Governor Marc Litwak, has been able to accomplish considerable savings in travel costs, not only for Key Club and Circle K, but also for this Board, our Past International Presidents, and Staff. Your excellent cooperation with us to that end is very much appreciated. The actual savings since we put this department into operation on March 1, 1980, totals \$8,202, when compared to normal coach fare.

CIRCLE K Total paid membership is 12,430, compared to 11,294 last year at this time. Chartered clubs total 756, compared to 715 a year ago. Deducting inactive and non-meeting clubs from total chartered clubs in both years would reflect a net growth of only one club, which is a matter of concern to the Circle K International Board as well as to Kiwanis International.

BUILDERS CLUBS Greater promotional emphasis is being placed on Builders Clubs this year under the direction of International Coordinator Mort Freedman. Articles in the BKO, plus the Builders Club Newsletter, are increasing the interest of Kiwanis clubs in sponsoring Builders Clubs. A four-color educational/membership development brochure is also in the production stage. It will be especially helpful in explaining the program to parents and school administrators.

As of this date 370 Builders Club charters have been issued, with 42 of them having been organized since the beginning of this administrative year.

DATA PROCESSING/
ACCOUNTING/SUPPLIES These three areas inter-relate to a great degree and the combined effect has an extremely close relationship to our Kiwanis clubs throughout the world. Any report on one of these areas automatically interfaces with the other two. Except for our Data Processing Director, these areas are under the direct supervision of new members of the General Office Staff. Since Dennis Shafer took over management of Supplies we have seen marked improvement in that area. Promotion of Gloria Markarian to be Assistant to the Supplies Manager, and relocation of all personnel responsible for all statistical work related to supplies in the lower level area, should result in a much smoother and more accurate performance. This will take place within the next few weeks simultaneously with other related office changes. The planned move to cash sales in supplies will bring many advantages but there are complicated changes in procedure which we are now working out in all three departments. One of the improvements already in effect is one which holds up any billing for ordered supplies until we are assured that shipment has actually been made to the club which placed the order. This applies not only to shipments of material from the North Pier Terminal but also to drop shipments through new notification arrangements which have been made by our Supplies Manager with all suppliers.

Operation of all departments has been hampered to some extent by the building renovation, but these three areas have been particularly affected. Despite that, however, conversion of all new member processing fees to prepaid has progressed quite well. Even with the advance notice given to clubs, the number of unpaid new members as of February 1, 1980 was 3,145. President Mark agreed to extending the time-frame to mid-April to provide more time for

clubs to adjust to the new procedure. The number of unpaid new members now has been reduced to 900. We will need your guidance in determining the best procedure to follow in achieving eventual payment on all new members on the prepaid basis.

During the past three months the Data Processing department has concentrated its efforts on (A) The General Ledger, including income and expense reports, balance sheet, composite of income and expense, maintenance system, monthly departmental budget reports; (B) The combined International and District dues billing system; and (c) New reports for the supplies department to control the billing of clubs only when items are shipped, as indicated earlier.

I think, despite the length of this report, you should know the scope of in-production and pending assignments of the Data Processing department. They include:

- (A) Indepth review of current manual accounting functions.
- (B) Attachment of non-districted clubs.
- (C) Final phase of the combined International and district dues billing system.
- (D) Completion of prepaid processing fee procedures.
- (E) Automated services supporting "over 120 days" delinquency.
- (F) Cash only supply sales.
- (G) Coordination of automated services with Kiwanis International-Europe.
- (H) Complete revamp of auditing services for the Kiwanis magazine to achieve postal advantages.
- (I) Incorporation of divisional coding system in club records for expanded Data Processing services to districts.
- (J) Day-to-day operational changes to established services for accounting and supplies departments, as specified by new department heads.
- (K) Incorporation of annual budget in current financial reports.

With this multiplicity of responsibilities, our greatest need in the Data Processing department is for adequate time to accomplish them. We are still searching for a qualified programmer/analyst in our salary range. When that person has been found we will have the staff and expertise to get all of these assignments done if given the time to do it. We appreciate the help given in this area by Chairman Jim Richard of the Board Committee on Data Processing and Stew Wilson, chairman of Accounting during their recent visit to the General Office, and will be looking forward to continued cooperation during meetings at this session of the Board.

PUBLIC RELATIONS

At various times on Saturday and Sunday each member of the Board will have an opportunity to participate in a brand new project -- our Public Relations workshop, under the direction of International Committee Chairman Glenn Claybaugh. These sessions will be held in the Supplies Office area on the lower level and should prove to be very helpful. We are happy to report that sales of the new "The Man Who Wears the K" have passed the 350 level and reactions have been uniformly favorable. A strong publicity campaign has been put forward in support of Worldwide Prayer Week, with releases to district bulletins, all clubs and a large number of church and general interest media. President Mark will participate in the kick-off Prayer Breakfast, scheduled for May 12 in Washington, D.C.

PUBLICATIONS

The financial picture for Kiwanis magazine for the first half of this year has never looked stronger. Subscriptions and advertising are running better than anticipated. Expenses, on the other hand, are lower than we had predicted because we are taking advantage of new manufacturing techniques in printing and a more economical mailing classification available to our type of publication. The total effect is a favorable budget variance of some \$40,000. While expenses will continue to rise with inflation, our unofficial advertising figures for three of our remaining five issues are running even better than our record-breaking figures of last year.

The sudden death of Dill Ayres, our highly successful East Coast sales representative, will have its effect on our total magazine sales. Our advertising manager has several prospects to take over for us but we shall all miss Dill, who has served us so well during the past several years.

Our magazine continues to receive awards, principal among them being the Distinguished Service Award from Freedoms Foundation. The award was given specifically for the magazine's "outstanding accomplishment in helping to achieve a better understanding of the American way of life" in a number of major articles published during 1979.

It is appropriate to include in this publication section reference to our critical need for new offset equipment in our Duplicating Department. Our present equipment is completely outmoded and is not cost effective, so we are proposing through the Board Committee on Property and Supplies, a new #1600 Copy Printer which will considerably improve our ability to print materials and mailings considered essential to the operation of our Kiwanis clubs.

The history of Kiwanis, upon which Associate Secretary Emeritus Larry Hapgood has been working for a year and a half, is now completed in rough draft. Larry has yet to complete the index and appendix but the basic narrative portion is completed and ready to be edited and printed. We shall be looking for guidance in this matter from the Board Committee on Communications.

GOVERNMENT CONCERNS

We have heard nothing further from the U.S. Department of Labor since the deadline for comments on the proposed OFCCP regulations passed on March 24. The volume of letters and comments generated with the cooperation of the members of this Board and Kiwanis leadership at all levels was outstanding. Now we can only wait to see what effect that barrage of well-expressed objections will have on the final regulations.

In the meantime certain Congressmen and Senators have come out with matching bills designed to make lower postal rates available to service clubs. Copies of both bills are attached for your information and consideration and we now need to determine our best course in generating support for this highly essential effort to reduce our mailing expenses. We have not brought this to your attention sooner only because so much emphasis had been placed on bringing undivided pressure to bear on U.S. Congressmen and Senators to defeat or at least amend the OFCCP's proposed regulations.

STAFF CHANGES

We have kept you informed by special memoranda about most of the changes in staff which have occurred since our last meeting. The first of these was the designation of Jeffery McNary as our Acting Director of Finance. Jeff has been concentrating his efforts for the most part on preparation of the 1980-81 budget in addition to managing our entire financial area, and it is a genuine privilege for me to recommend that:

The Board approve the appointment of Jeffery A. McNary to be Acting Director of Finance, effective retroactive to January 28.

One of our most drastic needs has been the location of a man to take complete charge of our Supplies Department. We feel we have found such a man in the person of Dennis Shafer. Dennis has the experience and drive necessary to bring the Supplies operation back to its formerly high degree of efficiency and, hopefully, to achieve even greater efficiency now that the order fulfillment is being done at our North Pier Terminal location. It is therefore a sincere pleasure to recommend that:

The Board approve the appointment of Dennis Shafer to be Manager of Supplies, effective retroactive to February 11.

Jerry Jindra, who has served us well as our Manager of Project Services and Foundation Administrator, will shortly concentrate completely on his Foundation responsibilities at the request of Foundation President Roy W. Davis. We have, therefore, brought to our staff a young man who has special capabilities as a writer. Ric graduated from the University of Missouri with top grades and comes to us from two years as Associate Editor and Communications Coordinator for the National Association of Realtors. He will work closely with our Director of Program Development and I am happy to recommend that:

The Board approve the appointment of Richard S. "Ric" Christopher to be Manager of Project Services, effective retroactive to March 31.

It has become increasingly apparent in recent months that we need strong assistance in our accounting department. Here again we have brought a very capable young man to our staff to assist Acting Director Jeff McNary, and it is my privilege therefore to recommend that:

The Board approve the appointment of Lawrence J. "Larry" Smolecki to be Manager of Accounting, effective retroactive to March 24. He is a 1975 graduate of DePaul University, with a bachelor's degree in accounting. Larry was an auditor with Marvin Hershman Inc. before coming to Kiwanis.

You have all been advised of the resignation of our Convention Manager, with that resignation having become effective just yesterday. We are most fortunate in that we have a young lady on our staff who has worked closely with the Convention Manager and has been with us for 5 1/2 years. We are confident that Nancy Segall is completely capable of carrying the full responsibility of managing our Anaheim Convention, and are therefore pleased to recommend that:

The Board approve the appointment of Nancy Segall to be Acting Convention Manager for the Anaheim Convention, effective immediately.

FINANCE

During the weeks that have elapsed since our January Board meeting our finance department, in association with every one of our department heads, has been concentrating on the creation of the proposed budget for 1980-81. Each Board Committee will be carefully examining its proposed budget with a view to making it reflect with the greatest possible degree of accuracy the wishes of the Committee, while at the same time maintaining all possible elements of economy. The total budget was carefully considered at the first meeting of the Committee on Finance this morning and its recommendations will be conveyed to each Board Committee by the Staff liaison. The results of your deliberations will be brought back to the Committee on Finance in time for its second meeting on Monday just before the Board resumes and we shall be looking forward to Chairman Mac McKittrick's detailed report near the end of this April meeting of the Board.

Respectfully submitted,

R. P. "Reg" Merridew
International Secretary

96TH CONGRESS
1ST SESSION

H. R. 5000

To amend title 39, United States Code, relating to nonprofit service clubs qualifying for third-class nonprofit rates of postage.

IN THE HOUSE OF REPRESENTATIVES

JULY 27, 1979

Mr. PURSELL introduced the following bill; which was referred to the Committee on Post Office and Civil Service

A BILL

To amend title 39, United States Code, relating to nonprofit service clubs qualifying for third-class nonprofit rates of postage.

- 1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*
3 That section 3626 of title 39, United States Code, relating to
4 reduced postal rates, is amended by adding at the end thereof
5 the following new subsection:
6 “(f) In the administration of this section, the rates for
7 third-class mail matter mailed by a service club not organized
8 for profit and none of the net income of which inures to the

1 benefit of any private stockholder or individual shall be the
2 rates currently in effect under former section 4452 of this
3 title for third-class mail matter mailed by a qualified nonprofit
4 organization. Before being entitled to reduced rates under the
5 preceding sentence, the service club shall furnish proof of its
6 qualifications to the Postmaster General.”.

○

96TH CONGRESS
2D SESSION

S. 2399

To amend title 39, United States Code, relating to nonprofit service clubs qualifying for third-class nonprofit rates of postage.

IN THE SENATE OF THE UNITED STATES

MARCH 6 (legislative day, JANUARY 3), 1980

Mr. STEWART (for himself and Mr. DOLE) introduced the following bill; which was read twice and referred to the Committee on Governmental Affairs

A BILL

To amend title 39, United States Code, relating to nonprofit service clubs qualifying for third-class nonprofit rates of postage.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*
3 That section 3626 of title 39, United States Code, relating to
4 reduced postal rates, is amended by adding at the end thereof
5 the following new subsection:

6 “(f) In the administration of this section, the rates for
7 third-class mail matter mailed by a service club not organized
8 for profit and none of the net income of which inures to the

1 benefit of any private stockholder or individual shall be the
2 rates currently in effect under former section 4452 of this
3 title for third-class mail matter mailed by a qualified nonprofit
4 organization. Before being entitled to reduced rates under the
5 preceding sentence, the service club shall furnish proof of its
6 qualifications to the Postmaster General.”.

○

KIWANIS INTERNATIONAL EXECUTIVE COMMITTEETELEPHONE SURVEYThursday, March 13, 1980

Participants:	Merald T. Enstad	John T. Roberts
	E. B. "Mac" McKittrick	Hilmar L. "Bill" Solberg
	Drew M. Petersen, M.D.	R. P. Merridew

It has been apparent for some time that the telephone equipment in the General Office needs to be modernized. Surveys conducted by Illinois Bell reveal that the General Office, as headquarters for a worldwide organization, makes greater use of the telephone per employee man hour than any commercial entity in the Chicago area.

Our biggest need is the ability to make call transfers or arrange call conferences on outgoing calls. Virtually every department has the need for this ability. If a transfer to another department is requested, it must be refused, necessitating another call, either by the caller or by the General Office staff member at obvious additional cost. As our number of clubs increases to nearly eight thousand our volume of calls increases accordingly, placing heavier strain on our trunk lines.

In view of the above we came to the conclusion that it was necessary to propose installation of a new, improved telephone system which would take care of all of the indicated problems. The 100 E Switching System would provide us with many additional improvements, including touch-tone dialing, limitation of long-distance dialing to specific telephones and increase of our trunk lines to fourteen, to name only a few of the broad range of features designed to improve our service to our Kiwanis clubs.

Since President Mark was out of the country, President-elect Merald authorized a telephone poll of the Executive Committee which was conducted on March 13. All members except President Mark and Egon Kuzmany, both of whom were overseas, voted in favor of accepting the proposal of Illinois Bell for the installation of the 100 E Switching System, coincident with the renovation of the General Office and to be concluded by May 19 since we must wait for final desk placement before the new telephone sets can be installed.

We have, therefore, contracted with Illinois Bell for this new system. Costs are summarized as follows:

INSTALLATION FEE - - \$ 7,000.

PRESENT SYSTEM - -

100 E SYSTEM

Hardware	\$ 1,190.70 per month
Trunks	<u>112.75</u> " "
TOTAL	\$ 1,303.45 " "

Hardware	\$1,770.14 monthly
Trunks	<u>185.50</u> "
TOTAL	\$1,955.65

These figures indicate an additional monthly cost of \$652.20 per month for the duration of the initial contract, which is thirty-six months. Thereafter the charges drop to:

Hardware	- - \$ 1,050.00 per month
Trunks	- - <u>185.50</u> " "
TOTAL	\$ 1,235.50 " "

It is readily apparent that, after the first thirty-six months, the monthly charge will be \$67.95 less per month than that for our present system.

Respectfully submitted,

R. P. "Reg" Merridew
International Secretary

GENERAL OFFICE ADMINISTRATIVE ACTION

April 25-29, 1980

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

<u>CLUB</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT-MEETING</u>
Forestdale, Alabama	22	5-2-79	1-22-80
Saldana, Colombia	21	6-22-77	1-22-80
'La Ceiba', Gigante, Colombia	26	5-21-77	1-22-80
Calima, Cali, Colombia	20	5-30-78	1-22-80
Alborada, Guayaquil, Ecuador	35	2-2-78	1-22-80
Tyrone, Saint Petersburg, Florida	14	6-10-75	1-22-80
Fishkill, New York	16	3-21-74	1-22-80
Mayfair-Burnt Hills, New York	7	3-23-55	1-22-80
Ripley, New York	15	11-5-58	1-22-80
Starrett City, New York	20	9-26-79	1-22-80
Lebanon Valley, Pennsylvania	18	9-14-60	1-22-80
Littleton, Golden K, Colorado	5	7-26-77	1-22-80
Edmonton, Yellowhead, Alberta	14	1-23-78	1-22-80
Hinton, Alberta	10	11-12-57	1-22-80
Virden, Alberta	22	9-28-79	1-22-80
Lincoln-Douglas, Galesburg, Illinois	9	4-30-64	1-29-80
Gateway, Clinton, Iowa	10	6-20-67	1-29-80
Fifteen Twenty-One, Cebu City, Philippines	34	10-27-76	2-4-80
Ormoc City, Philippines	25	11-30-75	2-4-80
Canlaon, Philippines	22	4-23-77	2-4-80
Lake Manit, Philippines	27	3-28-78	2-4-80
Bislig, Philippines	21	5-18-74	2-4-80
Marawi City, Philippines	36	1-8-77	2-4-80
Valencia, Bukidnon, Philippines	31	9-30-74	2-4-80
Mutia, Philippines	24	11-30-77	2-4-80
Dipolog West, Dipolog City, Philippines	20	7-2-77	2-4-80
Pinan, Philippines	28	7-30-77	2-4-80
Polomolok, Philippines	25	7-12-76	2-4-80
Minneapolis, Kansas	10	4-3-79	2-7-80
Fresno-Sunnyside, California	20	5-10-79	2-13-80
Cross Keys, Baltimore, Maryland	6	9-20-78	2-25-80
Inverray, Florida	6	3-21-78	2-25-80
Roswell, Georgia	6	5-27-69	2-25-80
Castleton, Indiana	9	10-27-77	2-25-80
Tipton, Indiana	24	8-29-78	2-25-80
Knoxville, Golden K, Tennessee	25	4-25-77	2-25-80
Sunbright, Tennessee	8	3-11-46	2-25-80
Hamburg, Arkansas	15	5-8-63	2-25-80
Greater New Milford, Connecticut	21	9-27-79	2-27-80
Stratford, Connecticut	20	6-7-76	2-27-80
Esoto, Texas	22	2-17-78	2-27-80
Glen Rose, Texas	23	8-21-79	2-27-80
Prague, Oklahoma	21	10-24-78	2-27-80

<u>CLUB</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT-MEETING</u>
Airport-Regency-Mobile, Alabama	13	5-29-75	3-6-80
Coconut Grove, Florida	14	11-10-58	3-6-80
Covington, Indiana	7	8-17-77	3-6-80
Noxubee County, Macon, Mississippi	23	8-21-79	3-6-80
Greenwood, Washington	7	5-24-78	3-17-80
La Grande, Oregon	16	12-9-49	3-17-80
McKenzie River, Springfield, Oregon	26	3-19-79	3-17-80
Mountlake Terrace, Washington	14	8-21-69	3-17-80
Seattle, White Center-Westwood, Washington	14	11-27-62	3-17-80
Banga, Philippines	21	10-1-77	3-17-80
Pamplona, Philippines	10	10-31-77	3-17-80
Desert Hot Springs, California	9	2-2-78	4-3-80
Greater Annapolis, Maryland	23	2-28-33	4-3-80
Chamblee-Doraville, Georgia	12	7-25-56	4-3-80
West Baton Rouge, Port Allen, Louisiana	22	6-5-79	4-3-80

b. Organization of new clubs:

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Solano, Nueva Viscaya, Philippines	11-9-79	26
Fermo, Italy	12-20-79	26
Antwerp International, Belgium	1-10-80	20
Spanaway, Washington	1-21-80	25
East Maitland, New South Wales, Australia	1-22-80	21
Ross Island, Portland, Oregon	1-23-80	21
North Fulton, Atlanta, Georgia	1-24-80	20
Tri-Cities, Artesia, Cerritos, Hawaiian Gardens, Calif.	1-24-80	24
Lewis And Clark, Troutdale, Oregon	1-24-80	20
Kerikeri, New Zealand	1-29-80	20
Leisure Village West, Lakehurst, New Jersey	1-30-80	25
Quincy Valley, Quincy, Washington	1-31-80	20
Phoenix-Biltmore, Arizona	2-5-80	20
Walsenburg, Colorado	2-5-80	22
Malmedy Hautes-Fagnes, Belgium	2-5-80	20
Valleyfield, Quebec	2-5-80	31
Scottsdale Sunrise, Arizona	2-6-80	20
Virginia Beach-Combers, Virginia	2-6-80	23
Goshotomova, Golden Shores, Arizona	2-6-80	21
Louisville-Lafayette, Colorado	2-6-80	20
Zurich-Romandie, Switzerland	2-6-80	26
Woodland Park, Colorado	2-9-80	20
Little Tokyo, Los Angeles, California	2-11-80	20
Frejus-Saint-Raphael, France	2-11-80	20
Elverum, Norway	2-12-80	20

<u>CLUB</u>	<u>COMPLETION</u>	
	<u>DATE</u>	<u>MEMBERSHIP</u>
West Torrance, Torrance, California	2-13-80	20
Three Rivers, Michigan	2-13-80	21
Greensburg, Tree City, Indiana	2-14-80	28
Temple, Oklahoma	2-15-80	21
Astoria, New York	2-20-80	20
Ocean Pines, Berlin, Maryland	2-20-80	23
Bliss Valley, New York	2-21-80	22
Metro Calbayog, Samar, Philippines	2-23-80	23
Alajuela, Costa Rica	2-25-80	23
Pasto, Colombia	2-25-80	22
Emlenton Area, Pennsylvania	2-28-80	23
Crete Area, Illinois	2-28-80	25
David, Chiriqui, Panama	2-28-80	24
Luneville, France	3-1-80	20
Peachtree Corners, Georgia	3-3-80	23
Alcorn State University, Lorman, Mississippi	3-3-80	31
Livingston, Louisiana	3-5-80	28
La Verkin, Utah	3-5-80	21
Cypress Hills, Golden K, New York	3-18-80	21
Brighton Beach, Brooklyn, New York	3-18-80	25
Cook County, Georgia	3-18-80	20
Ieper, Belgium	3-18-80	26
Orcutt, California	3-19-80	20
Las Colinas, Irving, Texas	3-19-80	20
Mechanicville-Stillwater, New York	3-19-80	28
Paradise Valley, Phoenix, Arizona	3-20-80	28
Pine Mountain, Georgia	3-20-80	20
Hamilton, Georgia	3-21-80	25
Gerardmer, France	3-24-80	21
Fordyce, Arkansas	3-24-80	31
Libungan, North Cotabato, Philippines	3-24-80	24
Grand And Harlem, Chicago, Illinois	3-25-80	21
Rosendal, Norway	3-26-80	20
Rock River-Rockton/Roscoe/South Beloit, Illinois	3-26-80	21
Windsor Park, San Antonio, Texas	3-27-80	23
Mountain View, Shelton, Washington	3-27-80	21
Highland Rim, Tullahoma, Tennessee	3-27-80	28
Kempsville, Virginia Beach, Virginia	3-27-80	49
Nantes, France	3-29-80	20
New Hampton, Iowa	3-31-80	20
Champlain, Golden K, Orillia, Ontario	4-1-80	20
East County, Antioch, California	4-1-80	20
Andes, Antioquia, Colombia	4-1-80	22
Greenbay, Auckland, New Zealand	4-2-80	20
Greencastle, Early Edition, Indiana	4-3-80	29
North Lamar County, Alabama	4-3-80	29
Powers Ferry, Atlanta, Georgia	4-7-80	24
Chatsworth, California	4-7-80	20
East Cobb County, Georgia	4-7-80	20
Steger Luncheon, Illinois	4-8-80	29

<u>CLUB</u>	<u>COMPLETION</u> <u>DATE</u>	<u>MEMBERSHIP</u>
North 85 Norcross, Georgia	4-9-80	22
Logansport And Cass County, Indiana	4-9-80	26
Greensburg, Santee, Indiana	4-10-80	20
Sioux Falls, Golden K, South Dakota	4-10-80	22
Hillcrest-Mission Hills, California	4-11-80	20
Haralson County/Bremen, Georgia	4-11-80	20
Metro, Jackson, Mississippi	4-15-80	28

1,892 Total

c. Change of Kiwanis Club names:

From Kiwanis Club of:

To Kiwanis Club of:

Corrales, N. M.
Dickinson County, Norway, Mich.
Greater Memphis, Tenn.
Parkland Area, Wash.
Scottsdale, Ariz.
White Clay, Newark, Del.

Rio Rancho, N. M.
Norway-Vulcan, Mich.
Wimbleton, Memphis, Tenn.
Parkland Area, Tacoma, Wash.
Scottsdale-Paradise Valley, Ariz.
Newark-White Clay, Del.

d. Club Incorporations completed:

Berkeley-Hillside, Ill.
Buhler, Kans.
Byron, N. Y.
Cambria Heights, N. Y.
Carrollwood, Tampa, Fla.
Central Florida, Seminole County, Fla.
Chester, W. Va.
Cole Harbour-Westphal, N. S.
Contraband Bayou, Lake Charles, La.
Darien-Delavan-Sharon, Wis.
The Delta, Antioch, Calif.
Fountain, Colo.
Goshen, Maple City, Ind.

Great Neck North, N. Y.
Jeanerette, La.
Juan de Fuca, Port Angeles, Wash.
Lake Granbury, Tex.
Lakeport, Calif.
Rio Rancho, N. M.
Seminole Breakfast, Fla.
Sunnylea, Toronto, Ont.
Sunsites, Ariz.
Titusville, Pa.
Walters, Okla.
Warner Robins, Ga.

e. Circle K Clubs completed:

CIRCLE K CLUB

South Plains College
Somerset Community College
Longwood College
Kentucky Wesleyan College
Wheeling College
Prairie View University
Laramie County Community College
Kutztown State College
Pittsburg State University
Mary Baldwin College
Northeast Louisiana University
Alpena Community College
Southern Methodist University
Coastal Carolina Community College
Tennessee Technological University
Montclair State College
Clarke College
Ferrum College
New York Chiropractic College
Southern Illinois University
The Berkeley School
Piedmont Virginia Community College
Kentucky State University
Lycoming College
Seminole Community College
The College of Saint Rose
Willamette University
Cumberland County College
Fulton-Montgomery Community College
University of Massachusetts-Amherst
Indian Hills Community College
Worcester Polytechnic Institute
Alliance College
Clarkson College of Technology
The University of New Hampshire
Nazareth College of Rochester
Stark Technical College

KIWANIS SPONSOR

Levelland, TX
Somerset, KY
West Henrico, VA
Southtown, Owensboro, KY
Wheeling, WV
Prairie View, TX
Cheyenne, WY
Western Berks, Sinking Spring, PA
Pittsburg-Sunflower, KS
Staunton, VA
Monroe, LA
Alpena, MI
Dallas, TX
Jacksonville, NC
Cookeville, TN
Montclair, NJ
Dubuque Westside, Breakfast, IA
Bassett, VA
Levittown, NY
Carbondale, IL
White Plains, NY
Charlottesville, VA
Frankfort, KY
Williamsport, PA
Sanford, FL
Albany, NY
Capital, Salem, OR
Millville, NJ
Amsterdam, NY
Amherst, MA
Hy-Noon, Ottumwa, IA
Worcester, MA
Cambridge Springs, PA
Norwood, NY
Greater Portsmouth, NH
East Ridge, Rochester, NY
Massillon, OH

f.

KEY CLUBS COMPLETED

Bonanza High School
Zion Lutheran High School
Aptos High School
Ben C. Rain High School
Valley School District No. 1 Vo-Tech Unit
Cactus High School
Man Senior High School
Bocanegra Vespertina High School
Baker High School
Pymatuning Valley High School
Canyon High School
Middle Tennessee Christian School
Phoebus High School
Mineola High School
Severn School
Flora Township High School
Heathwood Hall Episcopal School
Ursuline Academy
Whiteville High School
Eastchester High School
Wynne High School
J. M. Tate High School
Everett High School
Victory Christian High School
Lone Oak High School
Westhill High School
Oakdale High School
Farmington High School
Poudre High School
Lincoln Way High School
Charles Page High School
Eunice High School
Boyd-Buchanan High School
East Cooper School
Mountain View High School
Good Hope High School
Escuela Secundaria Federal No. 2
Southwest High School
Mira Mesa High School
Notre Dame High School
Clairemont High School
Susan Wagner High School
Buffalo High School
Everett High School
Governor Mifflin Senior High School
Hanover Area Jr.-Sr. High School
Rivesville High School
Friendship Christian High School
Mary D. Bradford High School
Harrisonburg High School
Watauga High School
First Baptist Church High School
Essex High School

KIWANIS SPONSOR

Las Vegas, NV
Deerfield Beach, FL
Freedom, CA
West Mobile, AL
Glasgow (Big Sky) AFB, MT
Peoria-High Noon, AZ
Logan, WV
Tecate, Baja California, Mexico
Mobile, AL
Andover-Pymatuning Area, OH
Canyon-Palo Duro, TX
Murfreesboro, TN
Coliseum, Hampton, VA
Mineola, TX
Severna Park, MD
Flora, IL
Richland, Columbia, SC
Pontchartrain, New Orleans, LA
Columbus County, Whiteville, NC
Eastchester, NY
Wynne, AR
Greater Pensacola, FL
Everett, MA
Carlsbad, CA
Lone Oak, KY
Stamford, CT
Oakdale, CA
Farmington, MO
Fort Collins-Eyeopeners, CO
Frankfort, IL
Tulsa Southeast, OK
Eunice, LA
Brainerd, Chattanooga, TN
East Cooper, Mt., Pleasant, SC
The Deschutes, Bend, OR
Cullman, AL
Ambos Nogales-Sonora/Arizona, Mexico
University Area, Fort Worth, TX
Scripps-Mira Mesa, San Diego, CA
Biloxi, MS
Clairemont Hills, San Diego, CA
Mid-Island, Staten Island, NY
West Huntington, WV
Everett, WA
Western Berks, Sinking Spring, PA
Hanover Area, Wilkes-Barre, PA
Fairmont, WV
Lebanon, TN
Kenosha, WI
Rockingham, Harrisonburg, VA
Boone, NC
Shreveport, LA
Tappahannock-Warsaw, VA

KEY CLUBS COMPLETED

University High School
Woodland High School
St. Charles West High School
Casady High School
Santa Rosa High School
Wyoming Valley West High School
Kearns High School
Calvary Baptist Academy
Ronan High School
Northwest Academy
Sheboygan Falls High School
Waupun High School
Frontenac Secondary School
Andrew Jackson High School
West Caldwell High School
Irving High School
La Quinta High School
Lenore High School
Parkland Secondary School
Copper Basin High School
Neenah High School
Naperville North High School

KIWANIS SPONSOR

U-City-East, Spokane, WA
Amite, LA
Frontier, Saint Charles, MO
Oklahoma City, OK
Harlingen, Los Compadres, TX
Plymouth, PA
West Valley, Salt Lake County, UT
Southpark-Shreveport, LA
Ronan, MT
Greater North Houston, TX
Sheboygan Falls, WI
Fox Lake & Waupun, WI
Kingston, ON, Canada
Cambria Heights, NY
Lenoir, NC
Irving, Sundown, TX
Westminster, CA
Lenore-Mingo, WV
Sidney and Peninsula, BC, Canada
Copperhill, TN
Neenah & Neenah-Menasha Roundtable, WI
Naperville-Noon, IL

g. Incorporation of Kiwanis Club Foundations:

none

h. Cancelled meetings:

Kiwanis Club of Old York Road, Pennsylvania December 18, 1979
Kiwanis Club of East Memphis, Tennessee January 31, 1980
Kiwanis Club of Williamston, North Carolina February 7, 1980
Kiwanis Club of Goldsboro, North Carolina March 3, 1980

i. District Bylaw Amendments:

none

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

April 25-29, 1980

Date of Committee Meeting: April 27, 1980

Place of Committee Meeting: General Office

Present: Members - Warren H. Edwards
Chairman - J. Stewart Wilson
Treasurer - E.B. "Mac" McKitrick
Staff - Jeffery A. McNary, Larry J. Smolecki

The Committee received and accepted as information the progress report of the Finance Department. (See Exhibit A)

The Committee received a report suggesting a modification to the monthly financial report. Staff suggests that the proposed reporting format contain all of the current information and additionally the annual budget, year to date actual, balance and the annual budget variance. This information will be printed in the report currently reserved for the previous year's account history. The Committee deferred action for further study.

The Committee received and accepted the report that an accounting procedures manual was being developed by the Finance Department's staff.

The Committee received and accepted the report that through the use of Electronic Data Processing in the preparation of financial reports - these were becoming more accurate. The Committee suggested to staff that they establish procedures which will insure that data submitted for Electronic Data Processing is accurate.

The Committee received the report on the General Office visit of Treasurer Mac McKitrick and Trustee J. Stewart Wilson. During this visit it was noted that a significant backlog of correspondence had taken place. Staff was asked to make the response to this correspondence a priority project. Procedural changes have taken place to lessen the impact of future correspondence.

The Committee received and accepted the report on financial investment procedures of the Finance Department. These procedures have resulted in \$24,000 in excess of budget and an approximated \$20,000 over interest income for the same period in 1978-79.

In accordance with efforts to reduce the proposed budget for 1980-81, decreases totaling \$4,200 were made in two items. (\$2,200 postage and \$2,000 exchange.)

The Committee received the report on a proposed schedule for records retention. (See Exhibit B)

Recommendation #1:

The Committee recommends that the record retention schedule (Exhibit B) be implemented as official policy of Kiwanis International.

I move that Recommendation 1 be adopted.

(adopted)

The Committee received the report from staff concerning the Australian proposal for management of accounts receivable. (See Exhibit C)

Recommendation #2:

The Committee recommends that the Australian accounts receivable management proposal be instituted for overseas districts upon request of the district. (See Exhibit C)

I move that Recommendation 2 be adopted.

(adopted)

The Committee received staff's proposed consolidated Travel/Expense form. (See Exhibit D) The Committee recommends that this form be used for reporting all travel expenses to Kiwanis International.

The Committee received the request from staff for the purchase of a fire-safe file for the Finance Department. The Finance Department is currently renting a safe at a cost of \$38.25 per month.

Recommendation #3:

The Committee recommends that the Finance Department be authorized to purchase a 4-drawer, legal size, fireproof file cabinet with an interior security section which is operable by a combination lock. Approximate cost is \$800.00. Funds to come from the capital funds.

I move that recommendation 3 be adopted.

(Adopted)

Respectfully submitted,

ALBERT L. COX

WARREN H. EDWARDS

J. STEWART WILSON, Chairman

EXHIBIT A

(1) Report on the Progress of the Finance Department

Each unit budget manager was provided complete information concerning his 1979-80 budget. Also the budget managers were taught how to use information contained in the general ledger and the comparative monthly statement for the preparation of variance reports.

The volume of "rush" checks which are produced manually has been significantly reduced. The staff has been informed of the production schedule for checks produced by the Data Processing department. Once each week we process requests for payment and issue checks. Therefore, it should be an unusual situation which would warrant a need for a check to be produced manually. This change in procedure has been implemented successfully.

The financial report is now produced mechanically. By having this new EDP capacity we have been able to stabilize the accuracy of the financial reports.

Three savings accounts which were of minimum value to Kiwanis International have been closed. The funds from these accounts were deposited in our checking account with the Continental Bank and were subsequently deposited into our STAM' account with the Continental Bank.

The cash flow of our daily operation has been stabilized. Current minimum deposits have been established with each of the banks which Kiwanis International deals with. The checks for payment to our creditors are now released on a timely basis.

Finance Department
Record-Retention Schedule

RECORD DESCRIPTION	Period of Retention (yrs.)
Financial Statements Certified by Public Accountants Monthly, Quarterly, (Internal in Nature)	Permanent 2
General Ledger	Permanent
General Journal	Permanent
Budget and Comparison Reports	2
Bank Statements & Reconciliation	3
Deposit Books & Slips	2
Voucher Checks	3
Accounts Receivable Subsidiary Ledger (P/R Book)	4
Cash Receipts Register (IBM Printout)	3
Supplies Sales Register (IBM Printout)	3
Dues, Magazines, Insurance etc. Billing Register	3
Debit & Credit Memo Register	3
Debit & Credit Journal Register	3
Cash Disbursement Register	3
Supporting Papers & Documents for all Register mentioned above	3
Cash Receipts Summary	3
Inventory List & Cost Records (Register)	3
Receiving Reports	3
Purchase Orders	3 (After expiration or cancellation)

RECORD DESCRIPTION	Period of Retention (yrs.)
Contracts & Agreements	20 (After cancellation or termination)
Payroll & Related Records:	
Payroll Registers (Gross & Net)	3
Wage Distribution Report Register	3
Payroll Check Register	3
Individual Employee Earning Records	6
Employees' Deduction Authorization	Current two years & after termination
Time Cards	2
Unclaimed Wage Records	2
War Bond Delivery Receipts - Issuing Records	2
Payments & Report to Government	4
Cancelled Checks	2
Depreciation & Fixed Assets:	
On Insignificant, Short Life Assets	3
On Major Long Life Assets	Indefinite
Tax Files, Returns, Briefs & Appeals	Indefinite
Journal Entries Supporting Papers & Documents	3
Sales Invoices	3
Expense Analysis	2
Cancelled Checks (Trade)	3

KIWANIS INTERNATIONAL

KIWANIS INTERNATIONAL BUILDING, 101 EAST ERIE STREET, CHICAGO, ILLINOIS 60611

OFFICE OF THE PRESIDENT

MARK A. SMITH, JR.
P.O. Box 10026
Atlanta, Georgia 30319

April 3, 1980

PRESIDENT

MARK A. SMITH, JR.
P.O. Box 10026
Atlanta, Georgia 30319

PRESIDENT-ELECT

MERALD T. ENSTAD
127 South Mill Street
Fergus Falls, Minnesota 56537

IMMEDIATE PAST PRESIDENT

HILMAR L. "BILL" SOLBERG
3 Westwood Court
Appleton, Wisconsin 54911

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6636 Sheffield Avenue
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101 East Erie Street
Chicago, Illinois 60611

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925 Rebecca Avenue
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P.O. Box 2411
Norfolk, Virginia 23501

DONALD E. WILLIAMS

19 Parkview Drive
Berea, Ohio 44017

J. STEWART WILSON

6584 Valley Springs
Birmingham, Michigan 48010

Mr. Jeff McNary
Kiwaniis International
101 E. Erie Street
Chicago, Illinois 60611

Dear Jeff:

You have recently received a letter from Geoff Peirce about the 120 day delinquency matters in the Australian District. Please take this letter on face value, remove the clubs from the list, credit the accounts as necessary in order to bring our records into agreement with Geoff Peirce's letter.

The Australia District is requesting permission to collect all of their dues and forward check monthly to International. Please put this on the Finance Committee's agenda for the April Board Meeting with my endorsement for approval. They fully understand the work involved and are willing to take it on with the hope that it would reduce the cost of the clubs in buying American bank drafts, wasted time at banks waiting for these drafts and also keep our records together to avoid the necessity for so much research on accounts receivable.

I will discuss this with you at further length but it might be a solution to a lot of our problems in a lot of districts.

See you before too long.

Sincerely,



Mark A. Smith, Jr.

MAS/bw

cc: R. P. Merridew
Bob Detloff
Bob Thompson
Geoff Peirce



KIWANIS INTERNATIONAL

DISTRICT OF AUSTRALIA 10 Penn Corner, Glengowrie, South Aust, Australia 5073

21 March 1980

Mr R M Detloff
Assistant Secretary, Growth
Kiwanis International
101 East Erie Street
Chicago, Illinois

Overdue Accounts and Payments to International

Dear Bob

The Board of Trustees of the District of Australia at its meeting on Wednesday 19th March discussed at great length and in the presence of International President Mark Smith Jnr the letter on the above subject, written by the District Secretary Geoff Peirce to Mr J A McNary and copies of which were sent to a number of persons including yourself.

As a result of the discussions the board resolved that International be requested to change the system as follows:-

For all clubs in Australia District

1. International forward half-yearly billings, all invoices and all monthly accounts direct to the District Secretary for Australia.
2. The District Secretary after noting (or copying) will forward the accounts to the relevant clubs.
3. The Clubs will make payment Direct to the District Secretary using normal club cheques.
4. Each month the Australia District Secretary will obtain and forward to International a bank draft for the money received from the clubs. This will enable accurate records to be kept in District, simplify and speed up payments and save costs all round.
5. Before putting Australian Clubs on a suspended list for non payment, International check with Australia District who will be in a position to promptly confirm or otherwise advise on the proposed action.

International President Mark has indicated that he will put this to the next International Board of Trustees meeting, as he can see no reason why this can not be done and I understand he is contacting you direct on the subject. In the meantime could you please arrange for the forwarding of all such accounts to our District Secretary. Hopefully this might include the April Billing of Dues, but if it is too late to stop this going to the clubs direct we will be advising them to make the payments through District anyway. If you could advise what time of the month you take your outstanding figures, then we would arrange to make our monthly payment in time to reach you before that date

Kind Regards

R N Thompson (Governor, District of Australia)



KIWANIS INTERNATIONAL
DISTRICT OF AUSTRALIA

Wangaratta Over 120 days \$80-00 dues 1st April, \$84-00 dues 1st October, \$15-00 prof fee and \$3-50 supplies. AN EXTREMELY BAD EXAMPLE. This club suffered a bad financial loss some \$1300 dollars on a fund raising venture and so was struggling for a while. This was advised to International in Board Minutes, in correspondence and in reply to a previous aged account list and a subsequent telegram from International. We asked for some consideration for the delay as the club was rapidly clearing its debt. All these amounts were paid but should not be on the list. The dues you showed for October were for 21 members when the correct number was 19 so if paid in full they are entitled to a credit of \$8-00.

Warrnambool over 120 days \$108-00 dues. These were paid & should not be on list

Waveley over 120 days \$84-00 dues and 61-90 days \$63-00. Once again these were paid.

I think by now you have got some idea of the magnitude of the problem and the concern it is causing to say nothing of the time waste.

SOLUTION It seems to us that there is only one solution to this problem. We feel that it is a relatively simple solution although it will require International taking a different approach with the District of Australia than with other Districts. I do not think this will need to cause many headaches as it could be brought about by a simple programming change and an explicit instruction to staff handling billing and accounts.

The solution lies along the lines set out by the Mooroopna club in its letter to Reg Merridew. This solution is to be discussed in full at the Australia District Board of Trustees meeting on Wednesday this week at which International President Mark Smith Jnr will be present.

The steps are:-

1. All invoices and accounts for all Australian Clubs to be sent direct to the Australian District Secretary. He will forward them to the clubs, but at the same time will have with these and his records an accurate idea of money owing.
2. Australian Clubs forward payment to Australian District Secretary using normal club cheques. This will substantially reduce the costs to clubs and should also speed up payment by the clubs.
3. Once a month the Australian Secretary obtain a bank draft for all the amounts received from clubs and forward with a detailed account of what it represents to International. This will enable District at all times to know the real position concerning amounts thus overall saving the District Secretary and International a lot of the time wasted at present trying to figure what the amounts claimed relate to and when they were paid. This will also prevent the current confusion between International and District Dues which exists at times.
4. International do not put clubs on a suspended service status without prior confirmation that Australia District agrees they are in arrears.

I apologise for the length of the letter, but it seemed the only way to fully explain the situation and hopefully to enable us to reach a solution which will be smooth and efficient running that an organisation of our size and standing both needs and should enjoy. I know you will give this matter your utmost consideration.

Yours in Kiwanis

Geoff Peirce (District Secretary)

KIWANIS INTERNATIONAL TRAVEL & EXPENSE REPORT

EXHIBIT D

NAME: _____	TITLE: _____
PERIOD COVERED FROM: _____	TO: _____

PURPOSE OF EXPENSE: _____

TRANSPORTATION

DATE	FROM	TO	AUTOMOBILE RATE		TAXI	AIR-BUS RAIL	REMARKS
			MILES	\$ MI			
Total Transport							

ODGING MEALS & OTHERS

DATE	HOTEL	MEALS			TELEPHONE TELEGRAPH	OTHER	REMARKS
		BREAKFAST	LUNCH	DINNER			
TOTAL							TOTAL

PER DIEM _____ DAYS @ _____ = TOTAL PER DIEM _____	TOTAL EXPENSES _____
<div>I certify that the above is a true and accurate statement of expenses:</div> <div>Signature _____ Date _____</div>	LESS ADVANCES _____
	RETURNED _____
	DUE TRAVELER _____

ACCOUNT APPROVED BY DEPT. HEAD: _____ OFFICER: _____

FINANCE: _____

REPORT OF BOARD COMMITTEE ON CIRCLE K
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

April 25-29, 1980

Date of Committee Meeting: April 27, 1980
Place of Committee Meeting: General Office
Present: Member - Hilmar L. "Bill" Solberg
Chairman - Aubrey E. Irby
Staff - Bruce M. Turnmire
William H. Jepson

REPORT ON KIWANIS INTERNATIONAL FOUNDATION GRANT PROPOSAL

The Committee reviewed a proposal submitted to the Kiwanis International Foundation as requested by the Circle K International Board for a Membership Education & Development Program to consist of an audio/visual presentation and informative brochure. The objective of this Program is to stimulate new club building and increase membership in existing clubs. The new club growth rate of Circle K International over the past six years has been less than 1% per annum, which emphasizes the need for this Program.

REPORT ON THE CIRCLE K INTERNATIONAL CONVENTION

The Committee was apprised of the current status of preparations for Circle K International's 25th Anniversary Convention to be held at the Adams Hotel in Phoenix, August 17-20, 1980. The Program has been finalized and two coordinating meetings have been held with the hotel staff and the Circle K and Kiwanis Host Committees. Dr. James Johnson, former Assistant Secretary of the Navy, has accepted an invitation to be the Keynote Speaker, and Past Circle K President Howard Hendrick (1976-77) has also been invited to speak. An audio/visual presentation, with professional narration, on the 25-year history of Circle K is a planned highlight of the Convention, and an evening in the desert with dinner, square dancing, hayrides and other recreation has been arranged as an optional group activity. Governor Vern "Doc" Evans announced an appropriation by the Southwest District Board of \$2,000.00 to be used by the Host Committee for the Circle K Convention as needed, and the Board Committee on Circle K gratefully acknowledges this generous support.

CIRCLE K REGIONAL TRAINING CONFERENCES FOR 1981

After several months of study under the staff direction of Assistant Secretary for Operations William H. Jepson, both sponsored youth organizations worked together to consider the future of the Regional Training Conferences, and as a result of this coordination this Committee recommends the following:

Recommendation #1:

The Committee recommends that effective in 1981 training

conferences, not to exceed three, be conducted for Circle K Administrators and newly-elected Circle K Governors, that these conferences be held in May, and that due to the manpower required to conduct these conferences, the Circle K International President assist the International Administrator as part of the conference faculty.

I move that recommendation 1 be adopted.

(Adopted)

REVIEW OF CIRCLE K BUDGET FOR 1979-80

It was brought to the Committee's attention that there will be a variance in the current 1979-80 Circle K Department budget of approximately \$7,250.00 due to unanticipated and under-estimated expenses during the preparation last year of this year's budget.

REVIEW OF PROPOSED 1980-81 CIRCLE K DEPARTMENT BUDGET

The Committee noted that the proposed budget represents only a net increase of 4.1% over the actual current year's expenditures, excluding salary and pension increases. The Committee studied the proposed 1980-81 Circle K Department budget, and after examining each line item and comparing these to actual 1979-80 expenditures, has approved the proposed budget for submission to the Finance Committee.

CIRCLE K INTERNATIONAL EXTENSION

At the request of President Mark Smith, the Committee considered the extension of Circle K International to incorporate Circle K clubs outside of continental North America and the Caribbean area. Staff has been directed to undertake a comprehensive study investigating all aspects and ramifications of Circle K becoming a worldwide organization, and to prepare and submit at least an interim report on this study to the Committee at its September, 1980 meeting.

Respectfully submitted,

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

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

April 25-29, 1980

Date of Committee Meeting: April 26, 1980

Place of Committee Meeting: General Office

Present: Members - Frank J. Di Noto, Egon Kuzmany
Chairman - Allen M. Duffield
Staff - Robert M. Detloff, Gerald Deas, Raymond Jeanes

REPORT ON ASIA-PACIFIC CONFERENCE AND TRIP TO PACIFIC AREA, INDIA, AND EUROPE
PRESIDENT MARK SMITH, JR., ROBERT DETLOFF, AND TERRY SHAFFER

Mr. Detloff reported that the trip to the Far East to the countries of Japan, Philippines, Singapore, Hong Kong, Bangkok, India, and the continent of Europe was very successful. In India the new club of Calcutta was chartered with 40 members, and the club has already started in service activities with plans to build a diagnostic hospital.

Our Director of Program Development, Terry Shaffer, accompanied Bob Detloff on this trip for the purpose of picking up international experience for application in his field. He also attended the Asia-Pacific Conference and helped in its presentation. The Asia-Pacific Conference was very successful. A written report concerning the highlights of this trip will follow.

At the Asia-Pacific Conference the Chinese Delegation did not honor their reservations and did not pay the full registration fee. This caused the sponsoring club to have a deficit on the conference in the amount of \$5,564.00. In the past Kiwanis has had an understanding on these conferences that if a single club was the sponsor of the event and complied with our requests of providing us with the budget and programs we would consider helping them if needed. We would also take any gain or excess over expenses such as we did in Hong Kong and most recently in Guam, from whom we received \$1,500.00. When a district sponsors the conference, we have no responsibility with the expense or cost of this conference. An attempt is being made to collect the registration fees from the Republic of China members of the Kiwanis clubs who made commitments to attend the conference in Bangkok. If we reimburse the Bangkok Club, any monies collected will revert to Kiwanis International. In view of the difficulty encountered by Bangkok we would like to recommend that Kiwanis International cover the deficit sustained by the Bangkok Club in hosting the Asia-Pacific Conference.

Recommendation #1:

The Committee recommends that Kiwanis advance to and absorb any deficit sustained by the Bangkok Club of \$5,564.00 inasmuch as the club complied with the requirements and because we have accepted overages in the past.

I move that recommendation 1 be adopted.

Voted that the recommendation be ammended to provide that the Club Service Committee present to the Board at its next meeting a recommendation for a policy to be included in the Kiwanis Board Policies regarding future multi-district area conferences, and that the policy be explicit in setting forth the responsibilities of the Board of Kiwanis International and what will be and will not be reimbursed.

REVIEW OF ACTION FOR NEW FIELDMAN IN LATIN AMERICA

A discussion was held on hiring a new Field Representative for South America. Staff recommended and the Committee agreed that hiring two men on contract would be better than a full-time employee. Local labor laws do not apply to contracts and as a result, two men on contract should be more productive than one employee with an estimated savings of \$8,000.00.

REQUEST OF CAYMAN ISLANDS CLUBS TO WITHDRAW FROM EASTERN CANADA AND THE CARIBBEAN DISTRICT

We received a request from James Smith, a Past Lieutenant Governor from Ohio and Past President of the Grand Cayman Club, asking that the Cayman Islands Clubs be permitted to withdraw from the Eastern Canada and the Caribbean District. The Committee recommends that Kiwanis International write both clubs in the Cayman Islands and advise them that any request that they have should be directed to the Eastern Canada and the Caribbean District Board of Trustess for action.

EXTENSION INTO NEW AREAS - REQUEST FOR APPROVAL TO BUILD NEW CLUBS IN TUNISIA, SRI LANKA, CHILE, PERU, URUGUAY, PARAGUAY, AND KIWSHASA-ZAIRE

The Extension Department has received word from various Kiwanians that there are good possibilities to organize clubs in the above listed countries. The governments, economics, and service to the clubs was discussed in length.

The Committee requested that for the extension to new areas the staff provide a written report concerning the government, economy, and monetary conditions of the area, the present status of service organizations in the country, the probabilities for growth of Kiwanis, the ability to provide adequate services and education to the clubs, and other pertinent data.

For several reasons such as the inability to provide proper administrative services, the Committee would prefer to take no action at this time in regard to Chile, Peru, Uruguay, Paraguay, and Kiwshasa-Zaire.

A group has been spoken to and are ready to organize a club in Tunis. This group has stated if a club was organized they would prefer to receive help and instruction from Benelux-France-Monaco and this district has advised that they would be glad to attach any clubs in Tunisia to their district. Tunisia has a stable government which will allow a Kiwanis club to function and the group is made up of highly qualified businessmen.

Recommendation #2:

The Committee recommends that approval be given to the Extension Department to make arrangements to organize Kiwanis clubs in Tunisia.

I move that recommendation 2 be adopted.

(Adopted)

Regarding Sri Lanka, the Committee understands that a key man from Colombo, Sri Lanka, has visited the General Office, has attended many Kiwanis club meetings, and is prepared to organize a club there. This country is in the same geographic area as India and our clubs there have indicated a willingness to help this club. The New York District, which has attached the Indian clubs, has said it will also accept Sri Lanka. Sri Lanka has become a popular tourist stop and it is probable that it will be possible to enlist visiting Kiwanians to give personal service to the club to supplement the assistance given to the club by correspondence from the General Office and New York District. The Committee, therefore, recommends:

Recommendation #3:

The Committee recommends that approval be given to the Extension Department to make arrangements to organize Kiwanis clubs in Sri Lanka.

I move that recommendation 3 be adopted.

(Adopted)

REVIEW OF 1980-81 EXTENSION BUDGET

The Committee reviewed the budget, made a reduction of 3.9%, and referred it to the Finance Committee.

DISTINGUISHED GOVERNORS AWARD PROGRAM FOR 1978-79

The Committee reviewed the distinguished award criteria as related to Immediate Past Governor Avelina V. Tanjuakio and determined that he properly qualified and makes the following recommendation to the Board:

Recommendation #4:

The Committee recommends that Avelino Tanjuakio, from the Philippine Luzon District, be designated Distinguished Governor for 1978-79 and that this announcement be made by the Immediate Past President and President of Kiwanis International as soon as possible.

I move that recommendation 4 be adopted.

(Adopted)

At the request of Immediate Past Governor Guy Hayes of the Kansas District the Committee reviewed the criteria for distinguished governor as it applied to him. The Committee found that the criteria has not been met.

REPORT OF THE 1979-80 INTERNATIONAL COMMITTEE ON ACHIEVEMENT

The Committee reviewed the minutes of the meeting of the 1979-80 International Committee on Achievement, held on March 21-23, 1980, attached as Exhibit #A. The Board Committee concurs with the honor and honorable mention clubs in Kiwanis International Honor Club Program contained in Exhibit #1 of the minutes. The Board Committee determined the winner and honorable mention districts in the District Administration Excellence Program, which is attached as Exhibit #B. Proper recognition

will be given to the recipients at the Anaheim Convention. The Committee commends the International Committee on Achievement for its excellent report and efforts.

The International Committee on Achievement presented a recommendation to the Committee for increasing the club categories, from 4 to 5, in the International competition, with a new category for clubs with 100 or more members. Due to the limited number of such clubs, the Committee does not concur and does not make a recommendation to the Board.

MEMBERSHIP HISTORY AND CLUB HISTORY RECORDS

The Committee reviewed the membership and club history records handled by the Club Service Department at the General Office. Since 1972, Data Processing has not maintained the individual histories. Club Service now spends considerable time trying to research incomplete records. The Committee concurs that a cost savings should be effected and that individuals now obtain such information from the clubs directly.

DISTINGUISHED AWARD PROGRAM AND CRITERIA

The Committee did not have the time to fully discuss this item on the agenda and has asked that this be retained by the Committee for discussion at the June Board meeting.

ANNUAL REPORT OF THE INTERNATIONAL COMMITTEE ON ADMINISTRATION

The Committee did not have the time to fully discuss this item on the agenda and has asked that this be retained by the Committee for discussion at the June Board meeting.

REVIEW OF THE 1980-81 CLUB SERVICE BUDGET

The Committee made a review of the 1980-81 Club Service Budget, concurred with staff recommendation of a decrease of 6.53%, and referred the proposed budget to the Finance Committee.

Respectfully submitted,

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

MINUTES OF THE MEETING OF THE 1979-80 INTERNATIONAL COMMITTEE ON ACHIEVEMENT

CHICAGO, ILLINOIS

MARCH 21-23, 1980

The 1980 meeting of the International Committee on Achievement was convened on Friday evening, March 21, 1980, at 6:00 p.m., in Room 3816 of the Sheraton Plaza. Present were: Chairman R. Troy Holcombe, Robert Colony, Melvin Gant, G. Vincent Nelson, and William "Bill" Thatcher.

Also present for the meeting was the Staff Representative from the General Office, G. W. Jerry Deas.

Chairman Troy, and the Committee reviewed the agenda and agreed on procedures for the final grading to select the International Annual Club Report Honor Clubs, and Honorable Mention Clubs.

The Committee then considered the grading and the selection of the winners in the District Administrative Excellence Program for 1978-79. The points for determining the winning districts and the honorable mention districts were computed in the General Office prior to the Committee Meeting. The grading was then reviewed by the Committee and accepted.

The Committee then discussed the brochure "The Best In Service" and agreed that this is an excellence source of information for all Kiwanis Clubs. The Committee recommended that staff be directed to present, "The Best In Service for 1978-79" for Kiwanis Clubs to utilize in their club operation and to provide this brochure at the International Convention in Anaheim.

The first session ended at 7:00 p.m. on March 21, 1980.

The second session of the Committee began promptly at 8:30 a.m. March 22, 1980 in the Past President's Room of the General Office.

The Committee utilized the time allocated in the second session to begin the grading, and the determination of the winners as Honor Clubs and Honorable Mention Clubs in Multiple Service in DIAMOND, RUBY, EMERALD, and CORAL Sections. It was agreed during the second session to continue the procedure of naming three Honor Clubs in alphabetical order by club name, and that, this procedure be read and followed when presenting the Award at the Anaheim Convention.

The Honor Clubs and Honorable Mention Clubs in each category and section in Multiple Clubs Service, in alphabetical order by club name, are attached as exhibit #1. Once grading of the Multiple Club Service category had been completed the committee adjourned for lunch at 12:10 p.m.

The third session of the Committee began at 2:00 p.m., in the Past President's Room at the General Office. The Third session was devoted to the determination of selecting the Honor Clubs and Honorable Mention Clubs for Single Service, in the DIAMOND, RUBY, EMERALD, and CORAL Section. The Committee adjourned the third session at 5:00 p.m.

The fourth session of the committee began at 8:30 a.m. March 23, in Room 3816 at the Sheraton Plaza Hotel.

The Committee agreed that presentation of the awards at an Awards Luncheon along with a list of the Award Winners in the Convention Program, and appropriate display at the achievement Booth listing award winners, would give significant recognition to the winners.

The Committee then discussed manning of the club clinic booth on Achievement at the Anaheim Convention. Members of the 1979-80 International Committee on Achievement and district chairmen from the 43 organized districts would be asked to assist in the manning of this booth. Members of the 1980-81 International Committee on achievement would be invited and encouraged to also assist so that sufficient man power would be utilized to cover the hour of operation at the clinic booth.

The Committee then discussed their responsibilities for the remainder of this administrative year and with the 1980-81 Committee Chairman William "Bill" Thatcher, it was decided to do the following:

1. The 1979-80 Chairman of the Committee on Achievement will write to each district governor to ask them to include the 1979-80 Annual Club Report on the agenda of their last 1979-80 Board of Trustees meeting.
2. The 1980-81 Chairman of the Committee on Achievement will write to each governor elect and ask that the annual club report be on the agenda for the district training conferences, and first Board of Trustees meeting.
3. Each Committee Member will write congratulatory letters to the winners of the Annual Club Report Award in their specific zone area. The letters to be personalized, by reference being made to the specific project, or projects stated in the annual club report.

The Committee felt Strongly that additional training in the specifics of the annual club report, its purposes and importance is needed on all leadership levels of Kiwanis in order to improve reporting and increase the number of clubs which submit reports by the deadline date for grading eligibility.

The Committee then discussed the problem with mailing the winning entries to the committee for grading. It was recommended to staff that the mailing of the annual reports for grading by the Committee be completed in three increments. The first increment to start the first week in February with those annual reports that have been received prior to that date from the districts for the purpose of competition in the International Award Program. The following two increments to take place over the next two weeks in February so as to include any late reports that would arrive for grading by the International Committee.

The Committee then discussed the procedures to be followed at the Awards Luncheon on June 23, 1980 at the International Convention in Anaheim. It was pointed out by staff, that tickets for the award luncheon this year would be at a cost of \$9.50. The Immediate Past President and his wife from those clubs to be honored would be guests of the International Committee and would not be required to pay the \$9.50. Extra tickets above and beyond those which will be provided to the guest recipient would then be for sale prior to the Anaheim Convention. Discussion then followed on the Awards presentation to take place during the Awards Luncheon at the Anaheim Convention. Immediate Past President Holmar L. "Bill" Solberg and the current Chairman R. Troy Holcombe would make the award presentation to the recipient in the Honor club and Honorable Mention Program. Also included in the Awards Luncheon will be presentation of awards through our Public Relations Department, and our Sponsorship Awards Program, through Key Club and Circle K International.

The Committee then discussed the idea of the grading system and stressed the idea of trying to develop some plan that would help the districts to have 100% reporting of at least the Part (1) of the Annual Reports. It was pointed out to the Committee that this year we have 31 districts who have participated in the filing of the Part (1) Annual Club Reports.

The Committee stressed the point that some emphasis should be given to the district that

They must break tie scores in their district grading program prior to the submission of that report to the International Committee for grading. Staff have been directed to follow the procedure as established and not accept tie breaking scores from districts.

Discussion then followed concerning the club rating by club size in the grading system and the feeling of the Committee was that a new category should be instituted to provide for competition for clubs 76 members or more up to 100 members. The Committee felt that those clubs that have 76 members or more were competing in the same category as clubs 125 or more and that there was a disparity in the competition because of club size. The Committee directed staff to review the number of clubs in the category 76 or more and to present to the International Board the recommendation to create a new category for clubs 100 or more to compete in that size and then club size 76 to 100 to compete in that club size. A recommendation to the board follows the end of this report.

The Committee felt that only 7 projects should be reported in the multiple club service category and that districts should inform and place an emphasis in the Annual Club Report Program to clubs that their 7 best projects should be reported only and not an accumulation of projects under such as Youth Service, or Citizenship Services,. The feeling of the Committee was that too many reports had accumulation of activity when in fact instead of reporting 7 projects they may be reporting 20 or 25 projects. The Committee directed staff to review the cover sheet instructions in the Annual Club Report to refine the wording in multiple club service so that only 7 projects are to be reported as the 7 best and not an accumulation of projects under one subtitle. Discussion then followed concerning the idea of adding more members to the International Committee on Achievement but the discussion died for lack of total participation or enthusiasm by various members of the Committee.

The Committee also stressed the idea that they would like to meet with the 1980-81 Committee on Achievement when both committee are together at the Anaheim Convention. This feeling of cooperation was expressed by not only the current chairman but also by the 1981 Chairman on the International Committee on Achievement.

The Committee asked staff to correspond with the governors and stress to them the idea of not sending photos or pamphlets or newspaper articles with the winning reports when they are submitted for grading. They also asked that staff correspond with the districts and especially with the District Chairman on Achievement and ask that they not write the scores on the side of the winning reports that they submit for consideration to the International Committee on Achievement.

The Committee felt strongly about the difference between dollars spent and the man hours spent in rendering community service. They felt that emphasis should be placed on man hours and the 1980-81 Committee will look into the ideal of some change to add emphasis on man hours spent for community service in relationship to dollars spent.

The Committee then directed staff to refine the grading sheets so that those sheets sent to the International Committee for grading prior to the meeting would be 7 columns to provide for grading in 7 categories of the Multiples Club Service category. The Committee also directed staff to include an example sheet of one of the grading sheets.

The Committee then took action to commend R. Troy Holcombe for the leadership that he has exhibited this past year as the Chairman of the 1979-80 International Committee on Achievement. The Committee also extended their feeling of gratitude to the staff Representative G. W. Jerry Deas for the work and effort that he had done in working with the committee and helping to make sure things ran as smoothly as possible. The Committee felt very strongly that the work of the committee was able to be completed because of the preplanning that had taken place prior to arrival in Chicago for the Committee meeting.

With no further business the final session adjourned on Sunday March 23, at 11:30 a.m.

RECOMMENDATIONS TO THE INTERNATIONAL BOARD OF TRUSTEES

Comment:

The Committee reviewed the categories of which clubs are graded in the international competition in the Honor clubs and Honorable Mention clubs programs. The feeling after full discussion of the committee was that we have a large number of clubs who have 100 members or more and have a distinct advantage in the competition over clubs which are 76 members or more to 100 members or more. The Committee felt strongly that there is a disparity and that a remedy should be forthcoming and makes the following recommendation to the International Board for consideration.

Recommendation:

The Committee recommends that a new category be established for clubs 100 members or more and that these clubs compete in the International Competition so as to give a fair opportunity for competition to those clubs 76 members or more.

Respectfully submitted

Robert Colony
Melvin Gant
G. Vincent Nelson
William "Bill" Thatcher
R. Troy Holcombe, Chairman

1978-79 ANNUAL CLUB REPORT WINNERS

MULTIPLE SERVICE

DIAMOND SECTION

HONOR CLUBS: Cheyenne, Wyoming
North Orlando, Florida
Northside Knoxville, Kentucky

Honorable Mention Clubs: Hammonton, New Jersey
Middletown, New York
San Antonio-Olmos, Texas

RUBY SECTION

HONOR CLUBS: Everett-Evergreen, Washington
Longmont, Colorado
Metropolitan Johnson City, Tennessee

Honorable Mention Clubs: Alva, Oklahoma
Granville, Ohio
Greater Merced, California

EMERALD SECTION

HONOR CLUBS: Alturas, California
Antipolo, Philippines
Black Mountain-Swannanoa, North Carolina

Honorable Mention Clubs: Hendricks, Minnesota
Historic New Albany, Indiana
Sturgis, Kentucky

CORAL SECTION

HONOR CLUBS: Levittown-Bristol, Pennsylvania
Pasay City, Philippines
Santa Paula, California

Honorable Mention Clubs: Glasgow, Kentucky
Port Alberni, British Columbia
Riverside, Illinois

1978-79 ANNUAL CLUB REPORT WINNERS

SINGLE SERVICE

DIAMOND SECTION

HONOR CLUBS: Boise, Idaho
Fort Wayne, Indiana
South Ottawa, Ontario

Honorable Mention Clubs: Lafayette, Louisiana
Monroe, Wisconsin
Petersburg, Virginia

RUBY SECTION

HONOR CLUBS: Hammond, Louisiana
North Dallas-Park Cities, Texas
Shepparton, Victoria, Australia

Honorable Mention Clubs: Arvada-Jefferson, Colorado
Greenfield, Massachusetts
Uptown Las Vegas, Nevada

EMERALD SECTION

HONOR CLUBS: Springfield, Oregon
Steel City, Sault Ste. Marie, Ontario
Wawasee, Indiana

Honorable Mention Clubs: Afro American-Greater Miami, Florida
Suburban West Allis, Wisconsin
Union City, Tennessee

CORAL SECTION

HONOR CLUBS: Doncaster-Templestowe, Australia
Goshen, Maple City, Indiana
Terrific Tigard, Oregon

Honorable Mention Clubs: Dewey, Oklahoma
Fairview Heights, Illinois
San Fernando, Pampanga, Philippines

1978-79 DISTRICT ADMINISTRATIVE EXCELLENCE AWARDS WINNERSGold Group

(276 clubs or more)

- Winner: Florida
- Honorable Mention: Illinois-Eastern Iowa
Texas-Oklahoma

Silver Group

(201 to 275 clubs)

- Winner: Eastern Canada & Caribbean
- Honorable Mention: Capital
Indiana

Orange Group

(160 to 200 clubs)

- Winner: Louisiana-Mississippi-Tennessee
- Honorable Mention: Carolinas
Nebraska-Iowa

Blue Group

(100 to 159 clubs)

- Winner: Alabama
- Honorable Mention: Georgia
Rocky Mountain

White Group

(99 clubs or fewer)

- Winner: New Zealand
- Honorable Mention: Western Canada
West Virginia

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

April 25 - 29, 1980

Date of Committee Meeting: April 28, 1980

Place of Committee Meeting: General Office

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

Kiwanis Magazine Budget

The Committee carefully studied the March 1980 Income and Expense statement of Kiwanis Magazine and was pleased to note that the magazine is currently enjoying a positive variance from the forecast budget of \$40,477. On the basis of income and expense for the first half of the year as well as unaudited advertising revenues for the next three issues of the next quarter, the financial position of the magazine appears quite healthy. Income, primarily from advertising, is running better than expected, while expenses are running below budget. The important factors involved in lowering expenses are the magazine's recent change in mailing status from Second Class to Controlled Circulation, (annual savings of some \$20,000) and the use of new and better printing technology.

The Committee studied the 1980-81 budget and reviewed each item individually in both the Editorial and Advertising budgets. Both budgets reflected zero to minimal increases in all line items, except items over which the staff has no control, (e.g. postage, up 30 percent in January 1981, and manufacturing, up 12 percent). The staff is guardedly optimistic that a \$5,000 increase in advertising income and \$4,500 increase in membership subscriptions will be realized in next year's budget. The Committee approved the procedural request of the staff to have the Finance Committee insert under the Budget Line Item of 09-186-04 (Commission: National) a budget figure of \$3,000.

Editorial Content

In the three most recent issues, the magazine has published five major features highlighting travel to the Anaheim convention, as well as a feature marking the Salvation Army's centennial and a shorter article on Kiwanis' strong sponsoring relationship

with Scouting. The magazine has also continued to publish a wide variety of articles on topics of general interest, particularly business, health, recreation, and public issues of concern to Kiwanians and their families.

The next few issues will be notable for two article series. A two-part series on worker participation in business ownership and management will highlight some remarkable success stories in improving profits and productivity. A five-part series on "The Third World in Crisis" will give Kiwanians an in-depth look at the economic problems in developing nations that are causing so much concern in the world today. Other Kiwanis topics will include a feature on the K-family sponsorship of Special Olympics in Kansas, the story of Little Miss Peanut as a fund-raising promotional technique, the International Foundation's new hearing research project, and the Anaheim convention.

The Committee was pleased to learn that Freedoms Foundation at Valley Forge has named our magazine as recipient of its Distinguished Service Award on the basis of several major articles published during 1979. The staff also reported that the article "Is American Innovation Faltering?" is being reprinted by the Congressional Research Service for distribution to the members and staff of the Joint Economic Committee of the U.S. Senate and House of Representatives. Such interest in our magazine by the highest levels of government indicates the value of its quality contents.

Graphic Update of Magazine

Graphics is important in the Kiwanis Magazine because a good-looking publication will attract higher readership, and project the Kiwanis image well. The key to good graphic design is readability. In a continuing effort to keep our magazine fresh and up to date graphically, the art and production staff is currently reviewing the magazine's layout and type selection and designing changes where readability and eye appeal can be improved. The Committee examined several sample pages illustrating proposed changes in department headings and layout and found them to be both readable and attractive. These samples have been displayed in the board room for your information, with current graphics on the left side of each panel, and the proposed layout on the right. With the Committee's encouragement, the staff will continue to review the magazine's graphic design. The results should begin to appear in the September issue.

Kiwanis Nations Series

The next areas of the Kiwanis world to be profiled in the continuing Kiwanis nations series of feature stories will be the Republic of China and Hong Kong. The stories will be written by a magazine staff member, who will travel to these areas in May.

The Committee encouraged similar coverage of other areas as the opportunities arise, noting that the main obstacle is the transportation cost. The Committee suggested contacting the tourism agencies of Kiwanis nations for possible financial assistance.

Use of Additional Languages in Kiwanis Magazine

Being aware of the increasingly important worldwide character of Kiwanis, the Committee previously directed the staff to explore the possibilities of publishing articles in Kiwanis magazine in languages other than English. Although the Committee realizes that the overwhelming majority of the magazine's readers speak English, it believes that the public relations value of carefully considered articles in other languages would be great.

An article describing the Kiwanis International publications available in French and Spanish has been prepared and translated into those languages. It is scheduled to appear in the June-July issue. The Committee will continue to work closely with the staff to consider additional possibilities for such articles in the magazine. The Committee noted that such articles should be selected for their special value to non-English-speaking Kiwanians.

Kiwanis Education

The Committee also discussed additional articles in the series on Kiwanis education topics. Previous stories have included "The Man Who Wears the K," "How Kiwanis Began," a three-part series on Kiwanis administration, and a story on the data processing department. The staff proposed an article on the General Comprehensive Liability Insurance, which apparently is misunderstood by many Kiwanians. The article would explain the coverage in a clear manner, following approval by our insurance carrier. The Committee discussed and approved this suggestion.

Update on Printing Proposals for Kiwanis Magazine

This year, Kiwanis magazine will complete its three-year printing contract with Mid-America Web Press of Lincoln, Nebraska. In compliance with International Bylaws, the staff has initiated competitive bidding before awarding the next printing contract. Seventeen printers from a variety of locations have expressed interest in printing our organization's official publication. Specifications are being sent to these printers, who will then submit bids for review. These bids, along with staff recommendations, will be submitted for Committee review and Board approval at the September meeting.

Magazine Week

The staff reported on the updated Magazine Week Kit, a copy of which has been provided for you, and on the promotion of Magazine Week, May 5-10. A kit request post card was included in the January General Mailing, and articles on Magazine Week appeared in the March Kiwanis magazine and the April Bulletin for Kiwanis Officers. These articles emphasized the communications, public relations, and new member recruitment value of the magazine. Clubs are encouraged to provide gift subscriptions to libraries, hospitals, speakers, government agencies, and other influential individuals and institutions in their communities. The more than 1,000 Magazine Week kits ordered this year represents nearly twice as many kits as were ordered in 1975, when an increased promotional effort was initiated.

Bulletin for Kiwanis Officers

Plans for the revised Bulletin for Kiwanis Officers were reviewed. Previously, the Committee had directed the publications staff to explore ways to improve the usefulness - and hence, the readership - of the BKO. The key to improving readership, the staff reported, is to make the publication more readable from an editorial and graphics standpoint, and to make it of more practical value to the Kiwanis leaders who receive it.

To that end, working in cooperation with the Program Development Department, the Publications Department employed a professional journalist with newspaper and association publishing experience to serve as editor of the BKO. His goal will be to enliven the publication so that officers will find it useful - even essential - to doing their job. The publications staff will continue to advise and assist the BKO editor in achieving this goal. The new format will include imaginative use of graphics and photos. In addition, the BKO will become not only a source of information on activities but also a "how-to" publication that goes beyond simply announcing events. The new BKO is scheduled to appear at the beginning of the new administrative year. Ideas and suggestions are welcomed by the staff and by the Committee.

Advertising

The Committee reviewed advertising gains and were pleased that both revenues and quality of advertising reflected a high level of achievement. Unaudited figures for eight issues indicated that this year's revenues would go beyond last year's record-breaking figures. Current blue chip advertisers include Austrian National Tourist Office, Minolta Business Systems, Gulf Oil, and Cunard Lines (cruise ships). Prominent new prospects include such prestigious clients as Texaco, National Gypsum, Clark Truck Equipment, and Shell Oil. The only sad note in the report is the unexpected death of our Eastern Sales Representative, who had been responsible for much of our sales successes since joining us three years ago. The staff is currently making every effort to replace the representative in that area and allay any client concern regarding service.

Public Relations Departmental Activity Review

The Staff Director of Public Relations reported that current activities have included:

1. Distribution to all clubs of a "mini-kit" of information urging them to salute Rotary clubs upon the occasion of Rotary's 75th anniversary in February. As far as can be learned, this salute to Rotary has been well received and has enjoyed the participation of a large number of clubs and districts. The program will culminate with the presentation of the Board's congratulatory resolution and a special gift by President Mark Smith at the Rotary International convention in Chicago this June.
2. Distribution of "mini-kits" on Worldwide Prayer Week to clubs and Kiwanis leaders. Those clubs with members in the U.S. Congress, Canadian Parliament, State or Provincial Houses have been asked to invite those members to their own, locally operated Prayer Breakfasts. A special release and logo were sent to a large number of religious and general interest publications.
3. To date, 405 sets of "The Man Who Wears the K" have been sold, with demand continuing to hold up well.
4. All departmental responsibilities for material for the 1980-81 Major Emphasis Kit have been completed.
5. Convention preparations are on schedule.

Connelly Medals

The Committee considered six nominations for Connelly Medals. The heroic deeds of the nominees are outlined in Exhibit A, attached.

Recommendation #1:

The Committee recommends that Connelly Medals be awarded to Edward Wilhelm, Canfield, Ohio; Albert R. Heidemann, Fremont, Nebraska; Edward M. Adler, Howard Beach, New York; Howard Hanson, Westmorland, Jamaica; and Michael Adamic, Redford Heights, Michigan for the acts of heroism cited.

I move that recommendation 1 be adopted.

(Adopted)

A Connelly Medal Recipient for Anaheim

The Committee reviewed all Connelly Medal nominations approved since the September-October 1979 meeting of the Board. A recipient for Anaheim will be named from among a group of four of these winners.

Recommendation #2:

The Committee recommends that a Connelly Medal winner to be honored on the convention stage at Anaheim be named from among these winners: Ernesto Martinez, Phoenix, Arizona; Otis Nolf, Vermillion, Ohio; Albert R. Heidemann, Fremont, Nebraska; and Dwight Stone, Trenton, Ohio.

I move that recommendation 2 be adopted.

(Adopted)

Kiwanis Decency Award

The Committee approved the nomination of actor Buddy Ebsen for receipt of the Kiwanis Decency Award for 1980 at Anaheim, and announces that he has accepted the nomination and will be on hand for the presentation.

Public Relations Workshop for the Board

This video/audio workshop, in the form of individual sessions for Board members, was held Saturday and Sunday during the Board meeting. Generally, it was felt to be successful and effective in helping Board members ready themselves for TV appearances and interviews. The workshop was conducted by Glenn A. Claybaugh, Ph.D., Chairman of the Kiwanis International Committee on Public Relations, to whom the Board owes many thanks.

Recommendation #3:

The Committee recommends that the resolution of thanks, as shown as Exhibit B, be adopted by the Board and forwarded to Chairman Glenn Claybaugh.

I move that recommendation 3 be adopted.

(Adopted)

Recommendation #4:

The Committee recommends that public relations workshops be repeated in the future as needed, and that purchase of an audio/tape camera and recorder be included in the audio-visual budget adjustment request of the Committee on Program Development, with that Committee's concurrence.

I move that recommendation 4 be adopted.

(Adopted)

March 1980 Departmental Budget Statement

The Committee studied the Public Relations Department expenditures for March 1980 and for the year 1979-80 to date and found expenses to be in line with the budget, taking into account the monthly variances.

The 1980-81 Departmental Budget

The Committee approved the 1980-81 public relations department budget as presented and returned it to the Finance Committee for inclusion in the overall budget.

A Resolution by the Illinois-Eastern Iowa District Calling for a 70th Anniversary U. S. Stamp

This matter will be held for further study.

Recognition of Former Magazine Contributor Oren Arnold

It was recommended by Anaheim Convention General Chairman Richard Smith, and Southern California area Kiwanians, that Oren Arnold, long-time contributor to the Kiwanis Magazine and editor of the former Gong and Gavel page, be honored at the Legion of Honor Luncheon at Anaheim, inasmuch as his work is well known and appreciated by many Kiwanians with long periods of membership, and is worthy of recognition before a peer group such as this.

Recommendation #5:

The Committee recommends that a suitable award be devised and presented to Oren Arnold at the Legion of Honor Luncheon in Anaheim recognizing his many years as editor of Gong and Gavel.

I move that recommendation 5 be adopted.

(Adopted)

Respectfully submitted,

ALLEN M. DUFFIELD

C. E. "PETE" THURSTON, JR.

JOHN T. ROBERTS, Chairman

EXHIBIT A

Connelly Medal Nominees Recommended for Approval

- - Edward Wilhelm, Canfield, Ohio, age 16, (posthumous), nominated by the Kiwanis Club of Austintown, Ohio. Although he was partially blind and asthmatic, he attempted to save a drowning girl who had been swept from her "tube" by a strong current, losing his own life in the attempt.
- - Albert R. Heidemann, Fremont, Nebraska, age 62, nominated by the Kiwanis Club of Fremont. At great risk to his personal safety, he pulled a semi-conscious 7-year old boy from a burning pickup truck and rushed him to safety moments before the truck exploded.
- - Edward M. Adler, Howard Beach, New York, age 31 (posthumous). Nominated by Kiwanis Club of Howard Beach. He was killed while trying to save a nurse from being raped.
- - Howard Hanson, Westmorland, Jamaica, age 12, nominated by the Kiwanis Club of Santa Cruz, Jamaica. Boat overturned, drowning six people, but Howard Hanson saved the life of a young girl at great risk to himself.
- - Michael Adamic, Redford Heights, Michigan, age 36, nominated by Kiwanis Club of Farmington, Michigan. Saved the life of a 3-year old boy when he crawled into a burning garage, and brought him to safety.

A RESOLUTION

WHEREAS: During this meeting of the International Board of Trustees, a special type of public relations indoctrination was undertaken, at the direction of the Board, for the purpose of helping its individual members assess and improve their television presence;

AND WHEREAS: This program was developed and carried out by Glenn A. Claybaugh, Ph.D., Chairman of the Kiwanis International Committee on Public Relations, with the approval and support of the Board Committee on Communications;

AND WHEREAS: Dr. Claybaugh personally conducted each of the interview sessions of the program in a highly competent, professional manner, thus assuring the program's success;

BE IT THEREFORE RESOLVED, that the Kiwanis International Board of Trustees extend its sincere gratitude and appreciation to Dr. Claybaugh for the unselfish contribution of time, skill and materiel which made this first television workshop extremely effective, and

BE IT FURTHER RESOLVED, that this resolution be delivered to Dr. Claybaugh with the thanks of the Board, and that it be made a permanent part of the record of Kiwanis.

Chicago, Illinois
April 28, 1980

International President

International Secretary

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

April 25-29, 1980

Date of Committee Meeting: April 26, 1980

Place of Committee Meeting: General Office

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

I. Anaheim, 1980

A. Program

The entire Convention Program was reviewed. President Mark suggested that Sunday night should be the official opening session of the convention rather than Monday morning. The ritual of posting the colors and singing the National Anthem would then be on Sunday evening.

The Presentation of the Flags of Kiwanis Countries will be done with the flags in a fixed position on the stage and illuminated by spotlights. Following the presentation the audience will sing, "When Kiwanis Calls".

The program title for the memorial service will be changed to "A Moment to Remember".

Ralph B. Clark, Chairman of the Orange County Board of Supervisors, will be the government official presenting the "Welcome to Anaheim" on Monday morning.

It is anticipated that there will be approximately 28 club presidents presented on stage for recognition for 100% Club Registration.

Bill Dunlap, Past Governor from California has been recommended to preside over the Legion of Honor Luncheon.

The Wednesday evening Pat Boone Show will be preceded by a variety act which will be of special interest to the children.

B. Ruby K Recognition

The Committee agreed that those Kiwanians who have sponsored 50 or more members should be recognized on stage. Cliff Spearman, a member of the Kiwanis Club of Kempsville - Virginia Beach, Virginia, has sponsored 339 new members and Thomas E. Beckwith of the Colton, California Club has sponsored 204 members. They will be presented with pen and pencil sets.

C. Simultaneous Translation

The Committee agreed that it is necessary to have simultaneous translation for 100 French and 100 Spanish-speaking people. The Extension Department reported that their bid for simultaneous translation equipment and translators is \$12,000. It was suggested by the Committee that bids should be obtained from several other companies. This item will be referred to the Finance Committee.

D. Junior Host Program

The Host Committee has recruited young adults to ride the shuttle buses acting as guides. It is suggested that we hire two baby-sitters to be stationed at each headquarters hotel on those evenings when district receptions or dinners are scheduled so that parents will have a place to leave their youngsters while attending district functions.

E. Registration Figures

The registration report #10 to date shows eleven districts having reached or exceeded their quota with three more very close to that goal. Total registrations are about a thousand less than this date last year. The host district is at about one-third of its quota but are very hopeful of picking up the tempo as the result of further promotional efforts planned in the California-Nevada-Hawaii District. These efforts will include a special invitation letter to the presidents of all clubs in the district that have not yet sent in any registrations for the Anaheim convention.

F. Promotion at Anaheim Convention for New Orleans, Minneapolis and Vienna

Plans were presented for a 10' x 30' well-decorated booth to be set up in the exhibit hall for this promotion. We will be prepared to accept early registrations for these conventions. The present registration fees of \$45 for men and \$20 for women will be accepted until such time as it may appear that registration fees will have to be increased.

It has been suggested that perhaps a permanent Board Committee be established to plan now for the Vienna Convention. The Committee recommends that consideration be given to the establishment of a permanent expanded Board Convention Committee for the Vienna Convention.

G. Service Project Booths

Out of 203 letters sent to clubs who have a winner in the district's Annual Club Report Contest for 1978-79, only three clubs have responded thus far. The three clubs will display their projects.

II. Budget

A. Anaheim Convention

The 1979-80 budget was reviewed in detail and found to be in order.

B. New Orleans Convention

The Committee reviewed in detail the 1980-81 budget and adjustments were made and will be forwarded to the Finance Committee.

C. Promotion Activities for Future Conventions

It is the understanding of the Committee that the \$10,000 budgeted for the New Orleans Host Committee promotional activities should be an on-going item in the budget for future conventions. However, the Committee feels that this item should be considered each year.

III. Convention Procedures

A. "Official" Convention Suppliers

Swissair has asked to be designated as the official airline for the Vienna Convention. The Committee feels there is some merit to this proposition, but there should be further consideration before a decision is made. It is suggested that a tender be put out to other airlines as to what type of package they may offer or negotiate. This will be discussed further at a future meeting.

B. Club Fund-raising Projects

Those clubs who sponsor the Prayer Breakfast or Legion of Honor Luncheon should be informed that they should plan the event on a breakeven basis.

C. Proposals for Future Conventions

The guidelines that have been followed in the past for convention site selection were presented. It is the feeling of the Committee that more should be negotiated with a city than simply a cost-free convention center and 1 complimentary room for every 50 rooms used. Further consideration of these items will be made at a later date.

IV. Two-way Radios

The Convention Department has requested that Kiwanis International purchase 2 two-way radios which can be used by the Convention Department, as well as Key Club and Circle K during their conventions.

The cost for two reconditioned radios is \$795 each. The price for the same radio new is \$1,419 each.

Recommendation #1:

The Committee recommends that 2 two-way radios be purchased.

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

(Adopted)

Respectfully submitted,

MERALD T. ENSTAD

AUBREY E. IRBY

DREW M. PETERSEN, M.D., Chairman

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

APRIL 26-30, 1980

Date of Committee Meeting: April 27, 1980

Place of Committee Meeting: General Office

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

Chairman - James B. Richard

Staff - James W. Kinkade

REPORT OF DISTRICT SECRETARIES COMMITTEE ON ELECTRONIC DATA PROCESSING

The committee reviewed the minutes of the District Secretaries committee meeting (Exhibit A) on Electronic Data Processing (E.D.P.), which met on April 7-8, 1980. The E.D.P. Secretaries Committee consists of E. Parker Smith (California-Nevada-Hawaii), Jack Crockett (Florida), Ellis Stroup (Capital), and the Director of Data Processing. The E.D.P. Committee was formed in 1978 for the purpose of improving and developing new automated services that are beneficial to the districts, to establish better communications between the clubs, districts and the General Office, and to eliminate duplication of efforts between the district and General Office as much as possible.

The success of the Combined International and District dues billing system is but one example of the cooperative efforts of both districts and the General Office.

SEPARATION OF CIRCULATION RELATED RESPONSIBILITIES FROM DATA PROCESSING

The scope of automated services has greatly increased over the past fifteen years. Throughout these years, Data Processing continues the administrative responsibilities for the many aspects of club and membership information processing. The administrative functions, and volume of club and membership information has increased substantially over the last five years. This situation has created the need to review the responsibilities of the Data Processing Department.

The need to separate club and membership administrative functions from Data Processing has been discussed and supported by the Executive Secretary and Assistant Secretary of Operations. Realignment of Data Processing responsibilities will provide for new and improved automated services.

The need for establishing a separate department to fully administer club and membership recording services is quite apparent. This department will be identified as "Circulation" and will be supervised by our current Circulation Manager, Tony Invergo, who will report to William Jepson. The major responsibilities for this department will consist of the following:

- Semi-Annual billing of clubs
- Processing of new club and membership information
- Corresponding with clubs and districts
- Club and membership services for districts
- Kiwanis Magazine distribution and related services
- Production of the International Directory

These responsibilities are currently supported by the computer.

DIVISIONAL CODING OF COMPUTER RECORDS

The committee discussed the various aspects of incorporating divisional information in computerized club information records. With the addition of divisional information, current levels of automated services that are provided to districts would be expanded to produce computerized reports reflecting divisional designation, therefore, providing improved service, which all districts have requested. The committee was advised that this new service is pending the completion of automating the accounting system.

It is the opinion of this committee that the incorporation of divisional information should be implemented as soon as the accounting project is completed.

CURRENT DATA PROCESSING PROGRAMMING PROJECTS

The committee reviewed the pending programming projects (Exhibit B) some of which are in production, and others scheduled for the remainder of this administrative year. The committee agrees that success of completing these projects is based on maintaining a full programming staff, and by limiting new assignments.

PROGRESS REPORT ON AUTOMATION OF GENERAL LEDGER SYSTEM

The Director of Data Processing reported progress to date on automation of the General Ledger system (financial reports). The report shows that significant progress has been made. All financial reports provided to the board are completely computerized. Several new reports were developed to provide department managers with computerized listings of budget information which formerly was not available. These reports are extremely helpful to department managers in providing up-to-date budget information. The complete report is attached as Exhibit C.

GUIDELINES FOR DATA PROCESSING SERVICE

Currently, Data Processing is providing 105 major automated services (Exhibit D) to fourteen of the fifteen General Office departments, and a variety of services to nearly all districts. In order for Data Processing to establish realistic budgets, programming and production schedules, it becomes necessary to set up guidelines for requesting automated services. Requests for new services and modifications to existing services, are initiated by the Board of Trustees actions, department managers, and districts. The Director of Data Processing has provided the committee with several suggestions as detailed in Exhibit E. The committee agrees with the concept of proceduralized methods of requesting Data Processing services.

AUDIO-VISUAL SLIDE TRAINING PROGRAM FOR CLUB OFFICERS

The committee discussed a recommendation from the E.D.P. District Secretaries Committee to develop an audio-visual slide program for the training of club officers at district convention and training conferences. It is the opinion of the district secretaries and staff, that a uniform training program would be very beneficial.

This committee feels that an audio-visual program that presents the administrative responsibilities of the club officers (President and Secretary) in a uniform manner, would improve communications between the clubs, districts and General Office.

Recommendation #1:

The committee recommends that the idea of an audio-visual slide program on the administrative responsibilities of the club President and Secretary be referred to the audio-visual section of the Program Development Department for a feasibility and implementation study.

I move that Recommendation 1 be adopted.

(Adopted)

1980-81 DEPARTMENT BUDGET

With the realignment of Data Processing responsibilities for 1980-81, it was necessary to draft the 1980-81 budget for two departments: 1) Data Processing and 2) Circulation. This committee reviewed both budgets and found them to be in accordance with current levels of service and planned projects.

The Director of Data Processing is looking for various ways of reducing Kiwanis International Directory expenses, such as: 1) inexpensive grade of paper, lighter in weight, which could result in reducing or maintaining current postage expense and 2) expansion of typesetting format to accommodate more clubs per page, and hopefully reduce the number of pages. The potential saving of \$2,000 exists by the use of inexpensive paper in this manner.

The committee feels that before any additional saving in production cost can be made, that the appropriate Board committee evaluate the Directory contents. Substantial saving in printing and typesetting may be realized with a reduction of information. A survey should be made to determine the use of the Directory by clubs, and various ways of reducing postage expense for shipment to clubs outside of the United States and Canada. The committee was assured by staff that every effort is being made to hold down expenses.

Recommendation #2:

The committee recommends that the Communications Committee evaluate the use of the Directory, its format and contents and determine if information and/or distribution can be reduced.

I move that Recommendation 2 be adopted.

(Adopted)

The Committee is very appreciative of the cooperation and helpfulness of the Data Processing Director.

Respectfully Submitted,

ALLEN M. DUFFIELD

J. STEWART WILSON

JAMES B. RICHARD, Chairman

REPORT OF THE E.D.P. DISTRICT SECRETARIES ADVISORY COMMITTEE

APRIL 7-8, 1980

PLACE OF MEETING: GENERAL OFFICE

PRESENT: JACK F. CROCKETT
E. PARKER SMITH
ELLIS H. STROUP
JAMES B. RICHARD
JAMES W. KINKADE

This year's spring meeting was very informative and successful. Several major projects were accomplished with impressive results. The committee was pleased to have Trustee Jim Richard join our meeting. Jim's participation was especially helpful because of his recent appointment as Chairman of the Board Committee on Data Processing.

The following items were reviewed and discussed:

1. Review of minutes of last meeting.

- A. The committee provided Jim Richard with a copy of the newly developed "District Secretaries Manual on Data Processing Services". This manual was developed by the staff based on this committee's recommendations.

This manual provides uniform information on services and procedures used by Data Processing in recording and processing of club and membership information. Each District Secretary can refer to this manual in the training of club officer's and respond to club inquiries.

- B. Audio-Visual Slide Program. The committee recommended that staff should develop a club officer's training program. It is important that all districts provide uniform training programs to club Presidents and Secretaries. The program would be prepared to show the specific administrative responsibilities of the club Secretary and President. Jim Richard suggested that the Committee on Data Processing should discuss and refer this training film concept to the Board Committee on Kiwanis education.

- C. Combined Dues Billing System. The committee's initial reaction towards this new system is very good. This system will reduce membership discrepancies that are experienced from time to time.

Some of the immediate benefits are:

1. Earlier collection dues
2. Major reduction of district expense
3. Concise audit listing of clubs billed

- D. Club Account Statements. The committee was informed by staff that effective January 1, 1980, the club President is notified (club statement) if the clubs account is 90 days in arrears. Normally, the club Secretary receives the clubs statement. Additionally, effective March 31, 1980, each club statement will contain a special message printed by the computer that will inform the club of overdue bills. Statements with amounts over 90 days are printed with our phone number and the name of Jeffrey McNary.
- E. Second Class Postal Zip-Code Report. Data Processing is now providing zip-code reports with each set of district bulletin labels. Many districts express a need for this report for classifying and completing required postal reports. The post office provides a reduced postage rate if this information is provided. Basically, this report consists of grouping the number of labels by zip-code and printing the totals. The overall total number of labels is provided in both detail and summary form. The committee recommended that each district contact their local post office for assistance in acquiring a lower postal rate.
- F. Divisional Coding of Computer Records. At this past council meeting, it was agreed that the General Office would undertake the responsibility of incorporating divisional information in club computer records for expanded Data Processing services. It was further agreed that the districts would provide required divisional information to the General Office by mid-summer with the intentions of having divisional information available by October 1, 1980. The priorities of the Data Processing department were changed in January, making it virtually impossible to provide divisional code services by October 1, 1980. A new target date will be determined later.

G. Official Monthly Report. Based on suggestions by district Secretaries, the 1980-81 Official Monthly Report was revised to improve the quality of information, and to eliminate unnecessary information. The decision of whether or not to record Official Monthly Report information in the computer, has been deferred pending further studies of its intended use. Jerry Deas (Manager, Club Service) will review the changes made to the 1980-81 Official Monthly Report form with all district Secretaries attending the Secretaries meeting. Jerry will be working with appropriate board committee in evaluating the form, and will keep us informed.

2. Monthly Membership Activity Listing. The staff polled the committee on the districts need for having a monthly listing of membership activity of the clubs in their district. The reasons given were the need to record deceased members, to respond to club inquiries, and for the billing of new member interim dues.

The general opinion of the committee, was that a condensed report of membership activity could be used instead of the detailed one. This same question was asked at the Secretaries full district Secretaries meeting. Basically, the same reasons were given for the use of this information. Many districts felt that they could use the condensed version, others, (eleven districts) indicated a strong dependence of having the detailed report.

Each district was given a form (see Exhibit A) with which to indicate which version of this report they preferred. A majority of districts indicated that they would use the condensed version. It was explained that a sample of the condensed report would be provided for their review before implementing. The condensed report would provide statistical information such as; TOTAL NEW MEMBERS, DELETES, DECEASE, NEW CLUB MEMBERS, and NOT MEETING CLUB MEMBERS. Additionally, the complete names and addresses of new members, along with names of deceased members would also be provided.

3. Unpaid Membership Dues (Current Period). The committee expressed the need to have each district notified by the 15th of the month following the 60 day payment period of all clubs that are delinquent in dues payment. This would improve the collection of District and International dues. The staff stated that all districts will be notified by the 15th of June and December. The staff explained that twice during the 60 day period, unpaid clubs are notified by letter. Both letters are sent to the club Secretary. The committee feels that the second letter should be sent to the club President. This recommendation was passed along to the Director of Finance for consideration.

Our meeting was very productive and informative. We have now established a foundation with which to improve levels of service to the clubs and members of our organization. Please advise if I have overlooked any item.

Cordially,

James W. Kinkade, Director
Data Processing

JWK:ch

cc: R. P. Merridew
William H. Jepson
Fay McDonald

MAJOR DATA PROCESSING PROGRAMMING PROJECTS

1. Conversion of manual accounting functions relative to General Ledger and financial reporting systems.....MID-AUGUST.
2. Final phases of administering prepaid policy on; 1) processing fees, 2) Honorary, non-member magazine subscriptions, 3) BKO subscriptions.....JUNE 1, 1980.
3. Incorporation of attachment of non-district clubs into current computer systems.....JULY 11, 1980.
4. Coordination of services to European clubs.
5. Unified reporting system for delinquent club accounts, using the "120 days" concept.....AUGUST 1, 1980.
6. Implementation of cash-only sales and various changes to improve day-to-day operations.....OCTOBER 1, 1980.
7. Implementation of changes to 1980-81 budget.....OCTOBER 1, 1980.
8. On-line program maintenance through the use of "CRT" terminal. Used by Data Processing programming personnel....SEPTEMBER 1, 1980.
9. Incorporation of divisional coding system in computerized Kiwanis club records for expanded Data Processing services to districts...
.....OCTOBER 13, 1980.
10. On-line maintenance of Kiwanis club records through the use of "CRT" terminal.....OCTOBER 1, 1980.
11. Expanded auditing services for the Kiwanis magazine.....JULY 1, 1980.

April 22, 1980

EXHIBIT C

PROGRESS REPORT ON AUTOMATION OF GENERAL LEDGER SYSTEM

At the January Board meeting, it was agreed that Data Processing would employ every effort to automate the financial reporting system. It was understood that Data Processing would first complete its commitment to the combined International and District semi-annual membership dues billing system, scheduled for March, 1980.

I am delighted to report that this new service is an overwhelming success. Earlier this month, at the annual district secretaries meeting, many districts reported early collection of dues revenue and membership information.

Personnel resources were provided for the implementation of automating the General Ledger system. To date, we have been unable to find a qualified Programmer/Analyst within our salary range. The entire Chicagoland area (especially in the downtown area) is experiencing a shortage of qualified programmers. We are continuing to interview, and hope to have a programmer soon. The following represents our progress to date in automating our financial records.

1. All income, expense and balance sheet reports are now completely generated by the computer. These reports are uniform in format, as opposed to the typewritten reports.
2. The composite statement of income and expense is also generated by the computer. Computerization of these reports is saving the accounting department considerable preparation time each month.
3. A completely new General Ledger maintenance system was needed to support the new financial reporting system. This maintenance system has been completely programmed and is in operation. This system provides for; 1) addition of new accounts, 2) budget adjustments, 3) loading of annual budget, 4) adjustment to various account information, such as account number and description and, 5) removal of inactive records.

As a matter of information, the previous General Ledger system contained 340 accounts. Our new system contains over 1100 accounts. We are now in the final states of documenting the maintenance system.

4. At the request of the Acting Finance Director, a new budget report was developed to provide each department manager with a computerized listing of budgets by account and month. This report is extremely helpful to department managers in providing up-to-date budget information.

5. Manual Accounting Functions. Several components of the General Ledger system are now manually prepared and processed each month by the Finance department. These manual functions require many hours of the accountants time in preparing information for the monthly financial reports. Currently, we have an independent accounting analyst working with the Finance department in evaluating and documenting the following items:

- A. Posting of departmental payroll expenses
- B. Posting of incoming cash and daily sales
- C. Recording of inventories
- D. Cash demand requirements
- E. Fixed assets
- F. Unexpired insurance

A complete report, along with recommendations for automating these functions will be completed by May 15. Conversion of these manual accounting functions would start immediately thereafter.

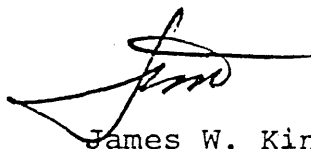
Many of these accounting tasks will be merged into current financial systems. The main idea is to capture as much information from the day-to-day computer activities as possible, rather than relying on current manual procedures. This project should be complete by mid-August, although a more accurate completion date will be determined upon evaluation of the accounting analyst's report.

Improving the method by which the Finance department records financial information will greatly improve the accuracy and consistency of information. Additionally, the accountants will have more time for other meaningful assignments.

We should also keep in mind that this is our first year of operation under the new budgeting concept. In order to fully evaluate this new system, we must have it functioning on a day-to-day basis. Presently, the new financial system is providing the levels of information that was initially planned. Now we are going through a refinement process of streamlining reports, operating procedures, etc., which is a normal series of events for any major computerized system.

Major personnel changes in the Finance and Supplies departments, along with inescapable daily responsibilities also plays an important part in our progress to date.

During the past three months, many positive steps have been taken to improve the financial record keeping and reporting systems, and therefore, the accuracy and timing of information.



James W. Kinkade, Director
Data Processing

DATA PROCESSING SERVICES1. CIRCULATION DEPARTMENT

- A. Semi-Annual Billing Rosters and Statistical Reports
- B. Processing Fee Billing System
- C. Honorary and Outside Magazine Subscription Billing System
- D. Honorary and Outside Magazine Expiration Notice System
- E. Complete Membership Recording Services which include:
 - 1. Membership Maintenance (address changes, deletions, additions, etc.)
 - 2. Magazine Labels and Postal Reports
 - 3. District Bulletin Labels
 - 4. Membership Statistical Reporting System
- F. Club Presidents & Secretaries Maintenance System
- G. Kiwanis Club Statistical Reports
- H. District Membership and Club Activity Listings
- I. President & Secretary 4 x 6 Index Card Files
- J. International Directory

2. BUREAU OF ACCOUNTS

- A. Inventory Control Reporting System
- B. Open Purchase Order System and Order Writing System, which includes:
 - 1. Back Order System
 - 2. Vendor Name and Address Maintenance System
 - 3. Invoice Writing System
- C. Accounts Receivable Services which includes:
 - 1. Posting of Club Payments and Adjustments
 - 2. Statements (clubs)
 - 3. Various Statistical Reports
 - 4. Auditing Services For End of Fiscal Year
 - 5. Variety of Club Delinquent Reports, Listings, Computer Letters and Mailing Label Services
- D. Payroll System
 - 1. Checks
 - 2. State & Federal Earning Reports
 - 3. Internal Reports

E. Accounts Payable

F. General Ledger

3. CONVENTION

A. Pre-Coded Registration and Delegate Forms Mailing

B. Pre-Registration System which includes:

1. Processing Registration Payments and Generating Various Reports
2. Pre-Registration Receipts
3. Pre-Registration Mailing Labels

C. Various Registration Reports From Daily To Weekly, With Year To Date and Previous Year To Date Comparative Figures

D. Browncraft Labels

E. Various Registration Reports For District Use

F. Promotional Mailing Labels

G. Preparation of Credential Forms

4. ADVERTISING

A. Monthly Invoicing Service

B. Variety of Statistical Reports Such As:

1. Year-To-Date Sales By Advertiser
2. Sales By Territory
3. Sales By Business Classification
4. Aged Trail Balance (Accounts Receivable)

C. Advertiser and Advertising Agency Name and Address Service

D. ABC Auditing Services

E. Geographical Advertising Split For Magazine Advertisements

5. PUBLICATION

A. Magazine Mailing Labels For All Active, Senior, Privileged, Honorary, Non-Members and Overseas Club Presidents

B. Magazine Distribution Statistical Reporting System

C. Maintenance Of All Membership Records Used In The Preparation of Magazine Mailing Labels

D. Kiwanis Club Anniversary Listing

6. KEY CLUB

- A. Inventory Control Reporting System
- B. Order Writing System For Supply Item Purchases
- C. Complete Maintenance Of All Key Clubs Which Includes:
 - 1. Recording New Key Club Information and Changes to Existing Clubs.
 - 2. Various Statistical Reports Of Key Clubs
 - 3. 5 x 7 Index Card System
- D. Mailing Labels For Club Mailings
- E. Mailing Labels For The Keynoter
- F. Keynoter Statistical Reports For Post Office Use
- G. Complete Membership Dues Collection System Which Also Includes Club Delinquent Reports And Mailing Labels
- H. Statistical Reports and Mailing Labels For "GROW-MAD" Award Program
- I. Pre-Printing Of New Officer Information Card
- J. Sponsoring Kiwanis Club President and/or Secretaries Labels
- K. Automated Club Accounting System

7. CIRCLE K

- A. Inventory Control Reporting System
- B. Order Writing System For Supply Item Purchases
- C. Complete Maintenance Of All Circle K Clubs which includes:
 - 1. Recording New Circle K Information and Changes To Existing Clubs
 - 2. Various Statistical Reports Of Circle K Clubs
 - 3. 5 x 7 Index Card System
- D. Mailing Labels For Club Mailings
- E. Mailing Labels For Circle K Magazine
- F. Circle K Magazine Statistical Reports For Post Office Use
- G. Complete Membership Dues Collection System Which Also Includes Club Delinquent Reports And Mailing Labels
- H. Sponsoring Kiwanis Club Presidents and Secretary Mailing Labels
- I. Automated Club Accounting System

August 17, 1979

8. FIELD SERVICE AND OVERSEAS EXTENSION

- A. Kiwanis Club President and Secretary Mailing Labels
- B. Convention Credentials Forms
- C. IBM Membership Cards For New Club Members
- D. Special Club Labels For Convention Credentials Binders
- E. Statistical Report of Kiwanis Clubs

9. PROJECT SERVICES

- A. Builder Clubs - Sponsoring Kiwanis Club President Mailing Labels
- B. B.K.O. Subscription Mailing Labels
- C. B.K.O. Expiration Notice And Promotional Mailing Labels
- D. Club Presidents and Secretary Mailing Labels

10. PROGRAM DEVELOPMENT

- A. Sales And Inventory Report Of Program Material Item Sales

11. CLUB SERVICE

- A. Kiwanis Club File Folder Labels For Use In General Files
- B. Kiwanis Club Recording Log Sheets For Official Monthly Reports

12. PUBLIC RELATIONS

- A. Kiwanis Club Anniversary Listing
- B. Kiwanis Club Golden Anniversary Listing

13. PERSONNEL/OFFICE MANAGEMENT

- A. Automated Employee Payroll Records

14. MEMBERSHIP GROWTH

- A. Variety Of Club and Membership Statistical Reports
- B. Semi-Annual Billing Certified Paid Membership Reports
- C. Club President Mailing Labels For Regional Conferences

15. EXECUTIVE SERVICES

- A. Kiwanis General Mailing Labels (Presidents & Secretaries)
- B. B.K.O. Subscription Mailing Labels
- C. Variety of Club President And Secretary Mailing Labels For:
 - 1. Semi-Annual Billing
 - 2. Directory
 - 3. Club President Packet
 - 4. Keynoter & Circle K Magazine
 - 5. Special Mailings

USERS OF DATA PROCESSING SERVICES

Administrative Services/Membership
Advertising
Bureau of Accounts
Circle K
Circulation
Convention
Executive Services
Extension
Field Service
Key Club
Program Development
Project Services
Public Relations
Publications
Supplies

SUGGESTED GUIDELINES FOR DEVELOPMENT OF DATA PROCESSING SERVICES

From within office:

1. New Services:

- A. A written request will be required. This request will outline the service in as much detail as possible, including the date by which the user expects the service to be available.
- B. Data Processing will evaluate the request, and determine if the new service falls into a major or minor service category.
Data Processing will follow through with a feasibility study of the proposed service.
New major systems would be brought to the attention of the Board Committee on Data Processing for further evaluation. The department manager will be requested to qualify the reasons for the service, and what benefit will be gained, along with a cost benefit explanation (if any).
New minor services that do not increase operating expense, and will not endanger planned projects, should be processed by the Director of Data Processing.

2. Modifications to Existing Computer Services:

- A. The user's request must be in writing, specifying exact modification (s) that are needed. This written request must specify the due date of the service, and any cost benefit that may be realized (if any).
- B. Data Processing will respond by working with the department manager in clarifying the request, and refining the details of the service.
- C. If the request involves major changes and time commitments, the Data Processing Director will submit the request to the Board Committee on Data Processing for evaluation.

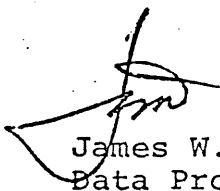
Comment: this process could conceivably take from three to six months to evaluate and approve. Each department manager would be made aware of the procedure so they can plan accordingly.

The Executive Secretary and Director of Data Processing should have the authority to approve Data Processing services if the timing and need for the services are not within the timeframe for Board action.

3. Board Directed Services:

- A. Board action that involves current Data Processing services, or new services, should be directed to the Board Committee on Data Processing for staff evaluation. It is most important that staff have the opportunity to research and determine the "pros and cons" of the proposed service.
- B. Data Processing will provide the Board Committee with the necessary information relative to: 1) impact on current systems 2) cost benefit 3) timing of the service. With this information, the Board can evaluate the success of the proposed service and its impact on current procedures and budget.

We can use these suggestions as a starting point. It will take several months to fully outline a set of procedures.



James W. Kinkade, Director
Data Processing

JWK:ch

REPORT OF BOARD COMMITTEE ON GROWTHTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESApril 25-29, 1980

Date of Committee Meeting: April 27, 1980

Place of Committee Meeting: General Office

Present: Members - Hilmar L. "Bill" Solberg
Albert L. Cox (On assignment - excused)
Chairman - Warren H. Edwards
Staff - Robert M. Detloff, Alonzo J. Bryan

Membership Statistics 1979-80

The membership statistics as released for the period ending March 31, 1980 were reviewed. Members of the Board received these statistics previously. The total membership as of March 31, 1980 was 302,501. This compares to 300,073 members as of the same date a year ago.

The total new member adds for the first six months of this administrative year is 29,290. This compares to 29,420 new member adds for the same period in 1978-79.

Promotion of 1979-80 Program on Membership Growth

The Manual of Kiwanis Education has been produced and mailed to all club presidents and district officers. Requests are being received from clubs for enough copies to distribute to the entire club membership. The Committee is of the opinion that two additional copies be made available to clubs upon request, and that further additional copies be forwarded at \$1.00 each. The Manual on Membership Growth has been finalized and is being produced. Delivery is scheduled for the end of May.

The convention program for Anaheim includes membership growth recognitions during the session on Tuesday morning. Plans call for bringing to the stage the two individuals who have brought in the greatest number of new members during their membership in Kiwanis. The Kiwanian with the outstanding record of sponsorship is Cliff Spearman, a member of the Kiwanis Club of Kempsville-Virginia Beach, Virginia who has sponsored 339 new members. Another excellent record is held by Thomas E. Beckwith of the Colton, California club who has sponsored 204 new members.

Cliff and Tom are to be presented a pen and pencil set with their initials engraved thereon. President Mark will introduce on stage all Kiwanians who have sponsored 50 or more new members. President Mark will then ask all recipients of the Ruby K awards to stand.

Kiwanis clubs obtaining their new member add goal by April 30, 1980 will receive a banner patch reading "We made our growth quota for the 1980 Anaheim Convention." These patches will be placed in the registration envelope of the representative of the club in attendance at Anaheim as designated by the club secretary. In the same registration envelope will be a button reading "We made our growth quota - for President Mark - Ask me how!". These buttons are to be worn throughout the convention period.

The Membership Roundup Program is being well accepted. Reports are now being received of clubs eligible for the Roundup Award Patch - Spring 1980. Follow up promotion is being planned for the Anaheim convention in an endeavor to have wide participation in the Roundup Program during the last quarter of this year to help offset the heavy deletions experienced in late September. The Committee has suggested that the seasons be reversed for clubs in the southern hemisphere.

Plans for promotion of 1980-81 International Committee

Lindley H. "Dig" DeGarmo, Chairman, Worldwide East and Noris A. Lusche, Chairman, Worldwide West are setting up plans to continue and strengthen the recognition programs currently being presented. It is their experience that Kiwanians respond to recognition and the Ruby K Awards are being well received. They feel that the Membership Roundup Program is good and only now is starting to take hold. It is their plan to continue promotion of this program for another year.

Dig and Noris plan to place special emphasis during the 1980-81 administrative year on Kiwanis Education and particularly on the retention of members. The chairmen have requested approval of a special recognition award to club presidents and lieutenant governors based on net growth during the period June 30 through September 30, 1981. This will be an effort to combat the heavy deletions that are experienced at the end of each administrative year. The Committee approves the special promotion but is hesitant to recommend any additional award programs at this time.

Appropriate recognition of honorary members

Halvor T. Darracott, Lieutenant Governor of the Capital District has expressed concern that the certificate presented an individual who is elected to honorary membership is not an appropriate one. He suggests consideration be given to a more appropriate certificate that could be framed to hang on a wall.

The Committee reviewed the current certificate issued for honorary members and, as it is nearly identical to the certificates presented a new member and the charter members of new Kiwanis clubs, believes that the only change at this time be a return to a true gold to compliment the blue lettering on white background. The current color is closer to mustard. This to be carried out through all three certificates for new members and honorary members.

Promotion of Life Member Status

The Committee was advised that the number of requests for Life Member Status is slightly behind the number granted last year as of this date. In the March General Mailing each club president and the district officers received information on the revised criteria and an application form. This in itself may be enough to stimulate responses and, in the next few weeks, the record of last year may be surpassed. Ribbons will be available at the Anaheim convention for all Kiwanians who have received Life Member Status. Ribbons will also be provided for district conventions.

The Committee is concerned that the reverse side of the plate attached to the clear lucite holder reveals the gluing and does not present an attractive appearance.

If this holder could be prepared in blue or black with the Kiwanis logo affixed, it would be more appropriate and acceptable. Staff to investigate cost and report back to the Committee.

Kiwanis and You Kits

The Committee reviewed the contents of the Kiwanis and You Kits as currently provided clubs. We are concerned that it is not an impressive package and that other items should be included. The cover is excellent and no change is suggested.

In addition to the items it currently contains, the Committee recommends that a copy of the Kiwanis magazine be included in each kit. A sticker should be applied to each magazine reading "This is a sample of the magazine you will be receiving as a member of Kiwanis." Also, three copies of the folder "What Is Kiwanis?" should be included. A cover sheet should be included suggesting that the club secretary make certain that the certificate is properly signed and the new member's name affixed. The secretary should also include a copy of the club's roster, weekly bulletin, an information sheet giving pertinent facts about the operation of the club, its activities and fund-raising projects. He should also make certain that the membership pin is available.

Other items suggested to be a part of the Kiwanis and You Kit but not recommended at this time include: a flyer titled "What Every New Member Should Know"; supplies catalog; history of the club; directory; narrative paperback on the first 65 years of Kiwanis; standard form for club bylaws; Roberts rules of order; a check list for both the club president and club secretary on items relating to the induction and education of a new member; a certificate, or other, for all members present to sign on the day of induction welcoming the new member into the club; a well prepared folder or card challenging the inductee to sponsor a new member within 12 months; and an information sheet detailing the several award recognition programs.

Recommendation #1:

The Committee recommends that in addition to the items currently included in the Kiwanis and You Kit that the following be added: copy of the Kiwanis magazine with an appropriate sticker affixed reading "This is a sample of the magazine you will be receiving as a member of Kiwanis"; three copies of the folder "What Is Kiwanis?" and a cover sheet reminding the club secretary to be certain that the certificate is properly signed and the new member's name affixed, and that he adds to the kit, prior to presentation, a lapel pin, a copy of the club's roster, weekly bulletin, and an information sheet listing pertinent facts about the operation of the club, its activities and fund-raising projects.

I move that recommendation 1 be adopted.

(Adopted)

Review of 1979-80 budget

The comparative statement of expenses for the department was reviewed and the variances noted and approved.

Projected 1980-81 budget

The projected 1980-81 budget was reviewed in detail. A suggestion was made in one line item and this has been referred to the Director of Finance.

Respectfully submitted,

ALBERT L. COX

HILMAR L. "BILL" SOLBERG

WARREN H. EDWARDS, Chairman

REPORT OF BOARD COMMITTEE ON KEY CLUBS

TO THE MEETING OF THE INTERNATIONAL

BOARD OF TRUSTEES

April 25 - 29, 1980

Date of Committee Meeting: April 26, 1980

Place of Committee Meeting: General Office

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

Report of Key Club International Board Meeting

The Committee heard a report of the Chairman on his attendance at the February Meeting of the Key Club International Board held at the General Office. He quoted from his "Report of the President-elect" to reiterate how impressed he was with the maturity of the members of the Key Club Board.

Items Arising from Key Club International Board Meeting

(a) The Committee then reviewed the Tentative Budget for the 37th Annual Key Club International Convention as approved by the Key Club International Board at their recent meeting and found it to be in good order.

Recommendation #1:

The Committee recommends that the Tentative Budget for the 37th Key Club International Convention (attached as Exhibit A) be approved.

I move that recommendation 1 be adopted.

(adopted)

(b) The Committee then reviewed, as required by Board Policy, the various amendments to the Key Club Constitution & Bylaws that are to be presented to the House of Delegates of the 37th Annual Key Club International Convention and found no concerns with the amendments.

(c) The Committee was then apprised of a tentative list of Board Meetings and other special events as approved by the Key Club International Board. It was noted that this list included the reinstatement of the Fall Key Club Board Meeting.

Recommendation #2:

The Committee recommends that the following dates be approved:

- (1) Post Convention Training Conference - July 3-6, 1980
- (2) Valley Forge Board Meeting - August 27 -29, 1980

- (3) Winter Board Meeting - February 20-23, 1981
- (4) Key Club Week - November 9-15, 1980
- (5) K-Family Weekend - Any weekend in February, 1981

I move that recommendation 2 be adopted.

(adopted)

Review of Travel of Key Club International Officers

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

Approval of 1983 and 1984 Key Club International Convention Dates

Staff reviewed with the Committee problems concerning the possible dates for the 1983 and 1984 Key Club International Conventions. Because of the fact that the 1983 Convention of Kiwanis International is to be held in Vienna, Austria (July 3 - 6, 1983), the Committee felt that there might be problems for Kiwanians possibly attending both conventions. Also, in 1984 due to the early date of the Kiwanis International Convention in Phoenix (June 17-20), a concern was expressed by staff that schools in the east would still be in session the week immediately following the Kiwanis Convention. The Committee, therefore, felt the following dates for the two above meetings should be approved.

Recommendation #3:

The Committee recommends that the 1983 Key Club International Convention be held July 10-13, 1983 and the 1984 Key Club International Convention be held July 1-4, 1984.

I move that recommendation 3 be adopted.

(adopted)

Review of Key Club Department Procedure regarding Acceptance of Key Club International Dues from Suspended Key Clubs

The Committee then reviewed a list of the procedures used by the Key Club Department in receiving and processing of dues, specifically dues for Suspended Clubs. In order to eliminate all possible nonexistent "paper clubs" from submitting dues, it was felt that a specific policy needed to be instituted to require a list of officers and members to be submitted with the dues payment for Key Clubs on the "Suspended Status" list.

Recommendation #4:

The Committee recommends that Policy #3H be added to the current Kiwanis Board Policies (Page H-16) to read as follows:

3H - "All dues received from Key Clubs listed on 'Suspended Status' list cannot be accepted by the Key Club Department unless accompanied by a list of officers and members."

The Committee further recommends that this policy be referred to Laws and Policies for inclusion in the current policies.

I move that recommendation 4 be adopted.

(adopted)

Review of Comparative Statement of Expenses for the Key Club Department for March, 1980

The Committee then reviewed extensively the proposed budget for 1980-81. It was requested that the Committee on Finance be asked to review three accounts in this budget---15-108-11, 15-182-03 and 15-310. Since all three are actually revenue accounts rather than expense, it is suggested that they be incorporated into a single revenue account. The Committee also requests that account 15-184-01 be reviewed with the idea of incorporating it in the Salary Accounts. Finally, the Committee requested that the Committee on Finance review the anticipated excess of dues to be collected over the actual expenses of the Key Club Department, and consider the establishing of a reserve account in which to place these funds to cover the anticipated rise in Key Club expenses in the next few years.

Key Club Regional Training Conferences for 1981

After several months of study under the staff direction of Assistant Secretary for Operations William H. Jepson, both sponsored youth organizations worked together to consider the future of the Regional Training Conferences, and as a result of this coordination this Committee recommends the following:

Recommendation #5:

The Committee recommends that effective in 1981 training conferences, not to exceed three, be conducted for Key Club Administrators and newly elected Key Club Governors and that these conferences be held in May. Also, that the participation by the President of Key Club International be left to the International Administrator's discretion. It is not deemed necessary that the president be in attendance at all three conferences.

I move that recommendation 5 be adopted.

(adopted)

Key Club International Extension

At the request of President Mark Smith, the Committee considered the extension of Key Club International to incorporate Key Clubs outside of continental North America and the Caribbean area. Staff has been directed to undertake a comprehensive study investigating all aspects and ramifications of Key Club becoming a worldwide organization, and to prepare and submit at least an interim report on this study to the Committee at its September, 1980 meeting.

Respectfully submitted,

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

TENTATIVE BUDGET
KEY CLUB INTERNATIONAL CONVENTION
SAN DIEGO, CALIFORNIA
June 29 - July 3, 1980

Income: 1980 Budget

Registration: 2,000 X \$36.00 \$72,000.00

Expenses:

15-153 -	1. Kickoff Brunch (2,000 @ \$7.86)	15,720.00
	2. Farewell Luncheon (1,900 @ \$10.30)	19,570.00
	3. Board Luncheon (June 28, 25 @ \$10.00)	250.00
	4. Board Dinner (July 3 - A. 50 @ \$10.00)	500.00
	B. Bus	100.00
	5. Awards (trophies, plaques, certificates, bonds)	3,500.00
	6. Program Materials (slides, etc.)	2,500.00
	7. Entertainment (fees & expenses)	1,500.00
	8. Staff Expenses (air fare, hotel, etc.)	8,500.00
	9. Forms and Badges	4,400.00
	10. Printed Program	2,500.00
	11. Hotel Charges (spotlights, operators, microphones, duplicating charges, damage charges)	2,000.00
	12. Postage and Express	2,000.00
	13. Theme and Objectives (booklets & buttons)	1,500.00
	14. Office Supplies	460.00
	15. Telephone & Telegraph	500.00
	16. Host Expenses (flowers, Host Chairman's postage & other expenses)	1,000.00
	17. Overtime & Temporary Help	3,500.00
	18. Receptions (governors, board, guests & adults)	1,000.00
	19. Speakers (fees & expenses)	1,000.00
	TOTAL	\$72,000.00

REPORT OF BOARD COMMITTEE ON KIWANIS EDUCATIONTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESApril 25-29, 1980

Date of Committee Meeting: April 28, 1980

Place of Committee Meeting: General Office

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

Kiwanis Education Manual

The Committee reviewed the new Kiwanis Education Manual, which has now had its initial distribution to all Kiwanis clubs and to International and district officers.

The Committee is pleased with the manual and believes that it should prove to be a very valuable resource item for club planning of Kiwanis education programs. The Committee has suggested to staff that when a new printing is planned, more graphics be included in the first ten pages.

The manual is being included in the 1980-81 President's Package and will be distributed as well to all 1980-81 district officers-designate this summer. It will have its second printing next winter for distribution to 1981-82 club and district officers.

Kiwanis Education at the Anaheim Convention

The subject of Kiwanis education will be very much in evidence at Anaheim. In the Club Clinic there will be a separate Kiwanis Education booth coordinated by the two chairmen of International Committees on Kiwanis Education. Near the Supplies Booth will be a display and demonstration of the Kiwanis Education Tapes, manned by Joe Ross. The Monday afternoon forums on How to Run a Successful Club will include Kiwanis education presentations. Members of the 1979-80 and 1980-81 International Committees and chairmen of 1979-80 and 1980-81 district Committees on Kiwanis Education will have a conference on Tuesday afternoon. On Wednesday afternoon, Kiwanis Education will be on the agenda of the Conference for Lieutenant Governors-designate.

In addition, the Saturday conferences conducted by President-elect Merald for governors-elect and International committee chairmen-designate will give special attention to Kiwanis Education. The Committee suggests that, in particular, President-elect Merald may be able to find out from the governors-elect what plans they have for promoting use of the Kiwanis Education Manual in the months to come.

The Committee urges staff to bring to Anaheim a generous supply of "The Man Who Wears the K" and the flyer-order form to accommodate both those who wish to place orders for the set and those who wish to make over-the-counter purchases of the set to take home with them.

Kiwanis Education Plans for 1980-81 and Beyond

The Committee endorses the decision of President-elect Merald to appoint 1980-81 International Committees on Kiwanis Education and to request governors-elect to appoint chairmen of 1980-81 district Committees on Kiwanis Education.

Since rating plans based on monthly reporting are helpful in stimulating club action, the Committee believes that a special effort should be made to increase club participation in this way.

Recommendation #1:

The Committee recommends that the next revision of the Official Monthly Report form include a separate Kiwanis Education heading and space for reporting Kiwanis Education activity and that districts be encouraged to include credit for Kiwanis Education activities in their rating plans.

I move that recommendation 1 be adopted.

(Adopted)

Within the club, the Committee believes that the key to the initiation and continuance of a strong Kiwanis education program is the identification of an individual who is not only enthusiastic about the subject but also able to present Kiwanis education to the membership in an appealing manner. He may be the chairman of a club Committee on Kiwanis Education, but his role as the spokesman for Kiwanis education is more critical than any administrative role he may have.

Staff has assured the Committee that articles on Kiwanis education will continue in the 1980-81 issues of the Bulletin for Kiwanis Officers.

Other Subject Areas Referred to This Committee

In addition to Kiwanis Education, our Committee has been asked by President Mark to give attention to Circulation and Office Management. Prior to the Board meeting the Chairman personally visited with Secretary Reg and appropriate staff members with regard to each of these.

(Circulation) At this point there is no new information to provide on the subject of circulation other than to say that, as of October 1, the Circulation Department will be more closely coordinated with the materials distribution operations of the office and less with data processing.

(Office Management) Past experience has indicated that, on occasions, during the Kiwanis International Convention, Kiwanians visiting the General Office have not been able to resolve their problems or have their questions answered because the proper personnel were not available. To avoid having this happen in the future, Secretary Reg plans to have at least one qualified person available in each principal area of activity during and following the Kiwanis International Convention until such time as the personnel attending the Convention have returned to duty. In the case of one-man areas, appropriate staff will be temporarily assigned. For example, in the case of Key Club when all of the principal personnel will be in San Diego preparing for the Key Club International Convention at the same time the Kiwanis Convention is in progress in Anaheim, the staff personnel of Circle K will be asked to cover for the Key Club staff until they return following their own convention in San Diego.

This was probably the last meeting of the 1979-80 Board Committee on Kiwanis Education, and we all join in thanking President Mark for establishing the Committee and giving us the privilege of serving on it during its first year.

Respectfully submitted,

EGON KUZMANY

JAMES B. RICHARD

DONALD E. WILLIAMS, CHAIRMAN

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

April 25-29, 1980

Date of Committee Meeting: April 25, 1980

Place of Committee Meeting: General Office

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

Policy Referrals

The committee reviewed the policy referrals from the January Board meeting and since there undoubtedly will be changes in Policies made at this Board meeting, the committee has asked staff to send revised pages following this Board meeting which will incorporate the changes made at the January Board meeting and at this meeting.

Amendments for Anaheim Convention

The draft of the proposed amendments to be submitted by the Board as well as the amendment submitted by the Board of Trustees of the Western Canada District and the amendment submitted by the Kiwanis Club of Angeles Mesa, Los Angeles, California have been prepared in the manner in which they would be printed. These are found in Exhibit A attached to this report.

Proposed amendment No.1 involves resolving the conflict between Article VI, Section 4, of the Bylaws and Article XIII, Section 6, of the Bylaws. This proposed amendment was adopted for presentation to the Anaheim Convention at the January Board meeting. However, it is the opinion of the committee that there should be a modification of the proposed amendment for the purpose of clarification. The committee believes that since there is no reference to the absence of the president in the first sentence that reference to his absence in the second sentence should be eliminated, thereby making the second sentence to read simply: "Upon the removal of his inability, the president shall resume the duties of his office." Therefore, the committee has corrected proposed amendment No.1 in this manner.

Recommendation #1:

The committee recommends the adoption of the wording of the amendment to Article VI, Section 4, of the International Bylaws as delineated in proposed amendment No.1 in Exhibit A for presentation to the delegates in Anaheim.

I move that recommendation 1 be adopted.

(Adopted)

Proposed amendment No.2 which provides for an earlier filing date for reporting names of club officers elected to serve in the ensuing year was adopted at the January 26-30, 1980 meeting of the Board so no further action is needed at this time.

Proposed amendment No.3 has been submitted by the Board of Trustees of the Western Canada District. The purpose of the amendment is to amend Article XII, Section 3, of the Constitution to increase from \$12 to \$20 as the maximum amount which districts may collect per member per annum for all district charges other than registration fees for district conventions and conferences.

Proposed amendment No.4 has been submitted by the Kiwanis Club of Angeles Mesa, Los Angeles, California. This amendment proposes to amend the Constitution and Bylaws in order to permit Kiwanis clubs to admit women into membership.

The committee was presented with an amendment from the Kiwanis Club of Southland, Hayward, California which the International Secretary received on April 25, 1980. This club submitted a proposed amendment to admit women into club membership but had suggested a somewhat different wording than the proposed amendment of the Kiwanis Club of Angeles Mesa, Los Angeles, California. Articles XVI and XVII of the Constitution provide that proposed amendments shall be received by the Secretary of Kiwanis International at least 60 days prior to the date of the convention. Sixty days prior to the date of the Anaheim Convention was April 23, 1980. Since this proposed amendment was not received by the deadline date prescribed in Articles XVI and XVII of the Constitution, the committee asks that the Secretary send a letter explaining the inability of the proposed amendment to be accepted because it was not received by the deadline date and to further point out that the Kiwanis Club of Angeles Mesa, Los Angeles, has submitted an amendment to admit women into Kiwanis club membership which will be presented to the delegate body in Anaheim.

Review of Article IV, Sections 3 and 4, of the Bylaws re Feasibility of Simplifying the Processing of Revocation of Club Charters

A recommendation asking this committee to review Article IV, Sections 3 and 4, of the Bylaws and the policy on "Mail" on page A-9 of Policies to ascertain the feasibility of simplifying the process of informing a club of the revocation of its charter was adopted by the Board at its January 26-30, 1980 meeting at the request of the Board Committee on New Club Building. Although the recommendation does not so state, it was the interpretation of this committee that

the Board Committee on New Club Building was referring specifically to the processing of charter revocations of non-meeting clubs. The committee did take note of the fact that there is a matter of time and some cost involved in sending two registered letters to the last reported club president and secretary of a non-meeting club. The committee also recognizes that in many instances it is impossible to reach the last reported president and secretary of a non-meeting club with the result that many registered letters are returned because they are undeliverable.

However, the committee believes that the matter of a revocation of the charter of a club is of such importance that every attempt should be made to contact in writing the last reported president and secretary of a non-meeting club advising said club that action on the revocation of its charter will be taken at the next Board meeting. Further, the committee believes that a second letter is necessary in order to advise the last reported club president and secretary, in so far as it is possible to do so, that the revocation of the club charter was approved.

In examining the policy entitled "Mail" on page A-9 of Policies, the Board has taken action to interpret the term "registered mail" to mean that "any form that guarantees delivery satisfies the Bylaws provision." Since there is no way to guarantee delivery of any mail including "registered mail," it is the opinion of the committee that by inserting the word "reasonably" before the word "guaranteed" in line three and before the word "guarantees" in line five, the General Office can effect a substantial savings by use of "certified mail," or any other comparable form of mail, rather than the use of "registered mail."

Recommendation #2:

The committee recommends that the policy on "Mail" on page A-9 of Policies be amended to insert the word "reasonably" before the word "guaranteed" in line three and before the word "guarantees" in line five.

I move that recommendation 2 be adopted.

(Adopted)

Registration of Name and Emblem of Kiwajunior in Europe

The Kiwanis International-Europe Board has requested that Kiwanis International register the name and emblem of Kiwajunior. Trustee Egon Kuzmany concurs in the request of the KI-E Board. European Administrator Egon L'Eplattenier has advised that his records indicate there are Kiwajunior clubs in five countries: Austria, Germany, Belgium, France and Italy.

The legal firm which handles registration of names and emblem for us in countries outside of the U.S. and Canada has advised that the average cost per country would be approximately \$350. The cost varies per country depending upon the amount of work involved and the cost of fees in a given country.

The policy on "youth organizations other than Key Clubs and Circle K clubs" provides that the Board of Trustees of Kiwanis International shall secure the

registration of the name and emblem of such youth organizations. The committee has advised staff that it should proceed to attempt to register the name and emblem of Kiwajunior in the five countries in which such clubs now exist, as required by Policy.

Policy Change

In examining the policy on travel of the Secretary on page F-10 of Policies, it is recommended that the travel of the Secretary, when traveling to countries outside of the United States and Canada, be made consistent with the class of travel for all Board members except for the President.

Recommendation #3:

The committee recommends that the words "or when traveling to countries outside of the United States and Canada" be deleted from policy 8a(2) on page F-10 of Policies re Travel of International Secretary.

I move that recommendation 3 be adopted.

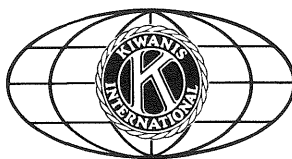
(Adopted)

Respectfully submitted,

WARREN H. EDWARDS

J. STEWART WILSON

HILMAR L. "BILL" SOLBERG, Chairman



PROPOSED AMENDMENTS

to the Consitution and Bylaws of Kiwanis International

Submitted to the Sixty-fifth Annual Convention

Anaheim, California, June 22-25, 1980

May 14, 1980

To All Kiwanis Clubs:

The following proposed amendments to the Consitution and Bylaws of Kiwanis International will be officially presented for action at the Annual Convention in Anaheim, California on June 24, 1980.

This copy of the proposed amendments is being sent to the secretary of each chartered club in accordance with the provisions of Articles XVI and XVII of the Constitution. You will note that in the column parallel to the proposed amendments are included the sections and articles of the present Constitution and Bylaws referred to in the proposed amendments.

R. P. MERRIDEW
Secretary

PROPOSED AMENDMENT NO. 1 TO THE INTERNATIONAL BYLAWS

Submitted by the Board of Trustees of Kiwanis International.

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

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

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

PRESENT PROVISIONS BYLAWS

Article VI, Section 4

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

PROPOSED AMENDMENT NO. 2 TO THE INTERNATIONAL BYLAWS

Submitted by the Board of Trustees of Kiwanis International.

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

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

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

PRESENT PROVISIONS BYLAWS

Article I, Section 6

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

PROPOSED AMENDMENT NO. 3 TO THE INTERNATIONAL CONSTITUTION

Submitted by the Board of Trustees of the Western Canada District.

This amendment proposes to amend the Constitution of Kiwanis International to increase from twelve dollars (\$12.00) to twenty dollars (\$20.00) the maximum amount which districts may collect per member per annum for all district charges other than registration fees for district conventions and conferences.

Amend Article XII, Section 3, of the Constitution of Kiwanis International by deleting the entire first sentence and substituting a new sentence as follows:

Each member club shall pay to the district with which it is affiliated, for each and every member, with the exception of honorary members, a sum of at least one dollar (\$1.00) and not exceeding twenty dollars (\$20.00) per annum, such amount to include all district charges other than registration fees paid by those in attendance at district conventions or conferences; and which shall be payable annually or semi-annually as fixed by the district bylaws.

PRESENT PROVISIONS CONSTITUTION

First sentence of Article XII, Section 3

Each member club shall pay to the district with which it is affiliated, for each and every member, with the exception of honorary members, a sum of at least one dollar (\$1.00) and not exceeding twelve dollars (\$12.00) per annum, such amount to include all district charges other than registration fees paid by those in attendance at district conventions or conferences; and which shall be payable annually or semi-annually as fixed by the district bylaws.

**PROPOSED AMENDMENT NO. 4
TO THE INTERNATIONAL CONSTITUTION AND
BYLAWS**

Submitted by the Kiwanis Club of Angeles Mesa, Los Angeles, California.

This amendment consisting of two parts proposes to amend the Constitution and Bylaws of Kiwanis International to permit individual Kiwanis clubs to receive persons into membership based upon their own merits.

Part 1

Amend Article V, Sections 4 a and c, of the Constitution of Kiwanis International by deleting these entire present Sections and substituting new Sections 4 a and c, as follows:

Section 4. Active Membership

- a. The active membership of this club shall consist of persons of good character and community standing, residing or having other community interests within the area of this club.
- c. No person shall be eligible to membership in this club who holds membership (other than honorary) in any other Kiwanis club or service club of like character.

Part 2

Amend Article II, Sections 1 a and b, and Section 4 a, of the Bylaws of Kiwanis International by deleting these entire present Sections and substituting new Sections 1 a and b, and a new Section 4 a, as follows:

Section 1. Active Membership

- a. Any person possessing the qualifications prescribed in Article V, Section 4, of the Constitution of Kiwanis International may be elected to active membership in a chartered club.
- b. No person shall be eligible to membership in a club who holds membership (other than honorary) in any other Kiwanis club or other service club of like character.

Section 4. Honorary Membership

- a. Any person who has performed some distinguished public service may be elected an honorary member of a Kiwanis club (of which he or she is not an active, privileged, or senior member) for a period of one (1) year and thereafter may be re-elected annually.

**PRESENT PROVISIONS
CONSTITUTION**

Article V, Sections 4 a and c

Section 4. Active Membership

- a. The active membership of this club shall consist of men of good character and community standing, residing or having other community interests within the area of this club.
- c. No man shall be eligible to membership in this club who holds membership (other than honorary) in any other Kiwanis club or service club of like character.

BYLAWS

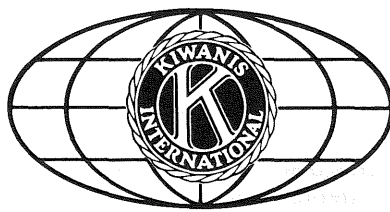
Article II, Sections 1 a and b, and
Section 4 a

Section 1. Active Membership

- a. Any man possessing the qualifications prescribed in Article V, Section 4, of the Constitution of Kiwanis International may be elected to active membership in a chartered club.
- b. No man shall be eligible to membership in a club who holds membership (other than honorary) in any other Kiwanis club or other service club of like character.

Section 4. Honorary Membership

- a. Any man who has performed some distinguished public service may be elected an honorary member of a Kiwanis club (of which he is not an active, privileged, or senior member) for a period of one (1) year and thereafter may be re-elected annually.



Litho in U.S.A.

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

April 25 - 29, 1980

Date of Committee Meeting: April 27, 1980

Place of Committee Meeting: General Office

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

March Conference for Governors-elect (1980)

As a matter of record, all 43 governors-elect, the President-elect of Kiwanis International-Europe, and the President-designate of the Council of Korea participated in the March 26-29 Conference for Governors-elect, although the governor-elect from Japan found it necessary to return home on the first morning of the conference. The conference was held at the Hotel Sheraton Plaza in Chicago. The faculty consisted of President-elect Merald Enstad, the four members of the Committee, and members of the General Office staff. Treasurer Mac McKitrick was present as an observer.

The Committee is in agreement that the conference was conducted according to plan and that it was very successful. Letters received to date from participants are highly complimentary, although there have been several recommendations for modification next year, all relatively minor recommendations with which the Committee is in agreement.

Council Meeting at Anaheim

The final agenda for the Council meeting at Anaheim is attached as Exhibit A.

There will also be two short conferences at Anaheim on Saturday, June 21: a two-hour session in the morning for governors-elect and a two-hour session in the afternoon for International Committee Chairmen-designate. President-elect Merald will conduct the conference, with the Board Committee on Leadership and Council present.

There will be, of course, a number of afternoon forums during the Anaheim convention which are designed primarily as leadership education conferences (for 1980-81 club presidents, club secretaries, district chairmen, and lieutenant governors), forums which we have been having during the several most recent conventions.

Council Meeting in Chicago, October 3-5

The fall meeting of the Council will be held in Chicago, October 3-5, at the Hotel Continental Plaza. It will begin with a general session on Friday at 1:30 and close with a formal Council meeting at approximately 11:15 on Sunday morning.

The general plan of the 1979 Council will be followed. The Committee has requested an adaptation of the workshop plan so as to involve Board members more in the discussion periods. Tentatively, we are considering asking several of the Past Presidents to make presentations during the Saturday afternoon workshops on "The Governor and His Relationship with His Counselor."

The Committee is asking for an appreciable modification of the plan for the "Au Revoir," the last event of Council. What was originally conceived of as a closing social affair, with finger sandwiches and coffee available, has now grown into an increasingly costly buffet meal, and we cannot continue to do this.

March 1981 Conference for Governors-elect

The March 1981 Conference for Governors-elect will be held in the Hotel Continental Plaza, and the dates are March 25-28. The plan and detail of the 1981 conference agenda will be established by the 1980-81 Board Committee; at this time there is no reason to believe that the agenda will be appreciably changed.

The Committee does go on record as favoring appreciable retrenchment in budgeting for facilities and meals for the 1982 and succeeding conferences for governors-elect. This can be achieved only, we believe, by locating a hotel or other conference facility which, in terms of location and conference facilities, is adequate yet less costly than the hotels we have been utilizing. We have asked staff to provide next year's committee with information on optional facilities which might be used without any deterioration in the quality of leadership education, which is our primary objective above all others.

March 1980 Department Financial Statement

The Committee reviewed the March Budget Variance Report. The principal variance for the Department 18 budget was expenditures for the 1979 Council, which was over budget by \$15,964. As explained in our January report, \$8,500 of this was for travel expenses of International Committee Chairmen to Council; this was in the unadjusted 1979-80 budget but had not been transferred to the Council budget. The remaining overage of \$7,464 is accounted for in part by additional costs for lodging and meals of International Committee chairmen and meals for their wives, not originally budgeted for. In January, our Committee requested appropriate budget adjustments to cover those entirely legitimate costs.

Proposed 1980-81 Department Budget

The total Department 18 suggested budget for 1980-81 as presented to us called for an increase of 27% over the original 1979-80. If we compare, however, the recommended 1980-81 increase over actual Council expenditures in 1979-80, the recommended increase for the 1980-81 Council (the principal item in the budget) is slightly under 15%. The Committee carefully reviews each line item in the budget and has indicated to the Finance Committee several recommended adjustments in the total Department 18 budget which would net out to a \$5,120 reduction.

The Committee identified several other areas in which it is believed that expenditures for meals and hospitality can be reduced below budget, and staff has been asked to pursue these possibilities in planning for the Council and for conferences.

It is the understanding of the Committee that the 1981-82 International Committee Chairmen will not have a Program Planning Conference in the spring of 1981 but, instead, will have a conference on Saturday at the New Orleans Convention. The 1981-82 chairmen, however, will not have their expenses paid to the 1982 Minneapolis Convention.

Regional Workshops for Lieutenant Governors and Club Presidents

As the Board directed in January, ten regional workshops have been scheduled for lieutenant governors and club presidents in October and November of this year. We can now provide the dates and ten locations:

October 18	Charlotte and Philadelphia
October 25	Minneapolis and Oklahoma City
November 1	Detroit and Chicago
November 8	San Francisco and Boston
November 15	Portland (Oregon) and Denver

Proposed Revision of the Club Officers Manual

The Department 18 proposed budget for 1980-81 includes an item to cover the cost of a complete revision of the Club Officers Manual. While this manual receives annual up-dating and has at times received substantial revision, it has not been completely re-written --- at least not for decades. The style, the approach, the appearance have principally remained the same, and its content is not directly geared to our lesson plans.

Percy Shue will begin work on this following the Anaheim convention and plans to have final copy ready in time for production and inclusion in the 1981-82 President's Package distributed a year from now. He will completely reorganize it, incorporate meaningful graphics wherever their need is indicated, and generally make it a manual or handbook for the president and secretary rather than continue it, as it is now, primarily a dissertation addressed to the president. If any members of the Board have specific recommendations for content, he will welcome them between now and the first of July.

Respectfully submitted,

RAYMOND W. LANSFORD

HENRY L. "LES" MYERS

C. E. "PETE" THURSTON

EGON KUZMANY, Chairman

AGENDA FOR INTERNATIONAL COUNCIL

Anaheim, California

June 22, 1980 - 8:15 A.M.

Mark A. Smith, Jr., President, Presiding

ANTHEM - "The Star-Spangled Banner"

Verrollton C. "Vic" Shaul, Director, Council and Convention Music

INVOCATION

A. M. "Andy" Waters, Chairman, Committee on Support of Spiritual Aims

BREAKFAST

DEVOTIONS

Responsive Litany: Egon Kuzmany, Trustee

Old Testament Reading - Proverbs 3:27-35: Frank J. Di Noto, Trustee

New Testament Reading - Galatians 6:1-10: Donald E. Williams, Trustee

Devotional Message: Henry L. "Les" Myers, Jr., Trustee

Musical Selection: Rebecca Richey, Madisonville, Kentucky

GREETINGS FROM THE PRESIDENT

Mark A. Smith, Jr., President

THE CONVENTION PROGRAM

Drew M. Petersen, M.D., Chairman, Board Committee on Convention

REMARKS ON CONVENTION MUSIC

Verrollton C. "Vic" Shaul, Director, Council and Convention Music

GROUP SINGING

KIWANIS ELECTION PROCEDURE

Hilmar L. "Bill" Solberg, Chairman, Conference on Nominations

DISCUSSION

CONVENTION RESOLUTIONS

Arthur J. DeLorenzo, Chairman, Committee on Resolutions

PROPOSED AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Hilmar L. "Bill" Solberg, Chairman, Board Committee on Laws and Policies

DISCUSSION

PRESIDENT'S REPORT ON KIWANIS GROWTH AND EMPHASIS PROGRAMS

Mark A. Smith, Jr.

DISCUSSION

ADJOURNMENT

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

April 25-29, 1980

Date of Committee Meeting: April 26, 1980

Place of Committee Meeting: General Office

Present: Members - Allen M. Duffield, J. Stewart Wilson
Chairman - James B. Richard
Staff - Robert M. Detloff, Raymond G. Jeanes

REVOCATION OF CHARTERS

In an effort to more realistically portray the status of the clubs on the "Not Meeting" list and to reduce the size of this list, the Field Service Department requested all district secretaries to inform it of which clubs on the list their districts consider impossible to revive and recommend for immediate revocation of charter. The previous practice had been to inquire of the districts information only after a club had been on the "Not Meeting" list for one year.

The result is the districts indicated that 175 clubs should be considered for charter revocation, which will significantly reduce the number of clubs on the "Not Meeting" list. Registered letters were then sent to the most recent club officers on record as required by the bylaws. Attached as Exhibit A is a list of these clubs.

Recommendation #1:

The Committee recommends that the charters of the 175 clubs listed on attachment A be revoked.

I move that recommendation 1 be adopted.

(Adopted)

NEW CLUB BUILDING STATISTICS 1979-80

The committee was pleased to note that the new club building totals for this year continue to stay close to those of last year despite a 44% decrease in paid field service staff. However, the committee also noted that four districts have not yet organized a club, namely, Iceland, Japan, Montana, and Western Canada, and several other districts have only organized one or two clubs. With better new club production from these districts we could expect a record-breaking year for new club building. The committee requests that the counselors of these districts do all they can to encourage new club building.

NEW CLUB BUILDING AWARDS 1979-80

The Field Service Department reported that 104 "Building a Kiwanis World" plaques have been awarded to presidents of sponsoring clubs since December 1, 1979. Five

lieutenant governors have also received this award for organizing two clubs since December 1. Eight governors and New Club Building Chairmen have also received this award for organizing five or more clubs in their districts since December 1. These districts are California-Nevada-Hawaii, Georgia, Illinois-Eastern Iowa, Indiana, New York, Pacific Northwest, Southwest, and Benelux-France-Monaco.

AWARDS PROMOTION 1980-81

The trophy for President-elect Merald Enstad's year has been developed and the completed sample is presented here for your viewing. It is the committee's suggestion that this trophy be awarded throughout the year using the same requirements as those used in 1978-79. The committee also suggests that a provision be made for the sponsoring club to decide to whom this trophy should be awarded rather than automatically awarding it to the club president. This trophy will be called the "Enstad 18-Hour Builder Trophy." The committee also is pleased with the plans of next year's International New Club Building Committee chairmen to award a special prize to those governors whose districts organize a club before the end of Council on October 5, 1980. The award will be an electronic travel alarm clock which shows the time around the world.

NECESSITY FOR SIXTH FIELDMAN

The committee carefully studied the current field service representative arrangement and, while it feels that the new club results are satisfactory, nevertheless believes that the addition of a sixth fieldman is advisable. The addition of this sixth man to be stationed on the West Coast of the United States would give the field staff far better geographic distribution and would result in less travel and more productive time for the fieldmen assigned to the Midwest and West, namely Speegle Berry, Jack Smith, and Dick Rowe, all of whom now serve greatly extended areas. The need for a sixth fieldman is also increased by the fact that some may be given overseas assignments.

Speegle Berry has been working in England since April 6 and will return on May 2. He reports that two clubs will be organized in England because of his efforts, which would be a 50% increase in the number of clubs there. He also has done the ground work for several other clubs and indicates he has given much needed training to the English Kiwanians in new club building techniques. Bill Gephart will be assigned to the Australia District from June 28 to August 6. The Australian District has reported pleasure at his assignment and is making extensive preparations for assisting him in his new club work.

Assistant Secretary Bob Detloff, in his capacity as field service supervisor, has spent two days in the field since January with each of the five fieldmen. This has enabled him to become personally acquainted with the fieldmen's methods and also to give them, when needed, advice and sales training. His time in the field has convinced him of the advisability of adding an additional field service representative.

REVIEW OF ACTION AT JANUARY BOARD MEETING REGARDING TERM "GOLDEN K"

At its January meeting the International Board approved a recommendation of this committee which stated, "The Committee recommends that the term "Golden K Club"

be deleted from all subsequent literature and that any implication that clubs with this name have any special status be scrupulously avoided."

The General Office and committee members have received several letters, mainly from Kiwanians of the Carolinas and Minnesota-Dakota Districts, objecting to this action since they have had significant success in organizing this type of club.

It was the intent of this committee in its recommendation to emphasize that these clubs have no special status but not to inhibit the organization of clubs with this name. Therefore, the committee makes the following recommendations:

Recommendation #2:

The Committee recommends that Recommendation #7 of the January 27, 1980 meeting of the New Club Building Committee as adopted by the International Board be deleted.

I move that recommendation 2 be adopted.

(Adopted)

Recommendation #3:

The Committee recommends that emphasis be made in all new club building materials that all clubs organized in Kiwanis International have the same status and same responsibilities for dues, service to community, reporting, and other club obligations.

I move that recommendation 3 be adopted.

(Adopted)

The committee also suggests that staff prepare a sheet for inclusion in the organization kit which lists suggested descriptive names for various types of clubs which could be used along with the required place delineation.

REVIEW OF ACCREDITED REPRESENTATIVE PROGRAM

The committee reviewed the continuing program of training and motivating accredited representatives. One hundred-fifty four of the 190 clubs organized this year have been officially organized by accredited representatives, which has allowed the field service representatives to be able to concentrate their time more effectively in starting and building clubs. The committee continues to be pleased with the monthly publication, "Rappin' with the Reps."

A special luncheon will be held for accredited representatives on Monday, June 23, during the International Convention to show the appreciation of Kiwanis International for their efforts and to offer them further training. The members of this committee plan to participate in the luncheon program and would like to extend an invitation to any other Board members to attend if they wish to become better acquainted with the accredited representative program.

REVIEW OF 1980-81 BUDGET

The committee reviewed the 1980-81 projected budget and was able to cut some 4.8% from the projected budget. These suggested revisions have been referred to the Finance committee.

MEMBERSHIP DEVELOPMENT

As requested by International President Mark A. Smith, the committee discussed ways to increase Kiwanis membership. The committee has noted that in Kiwanis International-Europe's area new clubs which are organized as here with 20 members are required to have 25 members before a charter will be presented to them. In the committee's opinion this procedure has much merit since it emphasizes to the new club that it must continue to enlist new members even after organization. Therefore, the committee makes the following recommendation:

Recommendation #4:

The Committee recommends that new clubs continue to be organized with 20 members, but the Charter be presented to them only after they have 25 active members and that it be the responsibility of the District Governor to verify the club has the required 25 active members before he or his representative presents the Charter to the club.

I move that recommendation 4 be adopted.

(Adopted)

In further discussion regarding membership the committee noted another practice in Kiwanis International-Europe (KI-E) which may merit consideration. In KI-E all clubs are billed for a minimum of 25 members, even if the club has fewer members. The committee notes that there are currently in Kiwanis International 2631 clubs with fewer than 26 members.

The committee realizes that the immediate introduction of such a billing arrangement would create hardships on the clubs with fewer than 26 members, but suggests that the Board discuss the possibility of inaugurating such a program in gradual steps over several years.

Regarding membership, the committee also felt that more should be done to create prestige of membership. It believes that reconsideration should be given to stricter requirements for membership classification. From the committee's experience it appears that few clubs are now using classifications in their membership development programs and so are overlooking a good method of finding prospects for membership.

Realizing that Kiwanis is currently the third largest service organization in the world, the committee discussed its marketing position in relation to the larger organizations, namely, Rotary and Lions. The committee feels that in regard to membership growth and requirements the position of Kiwanis may need clarification.

In its membership approach Rotary is highly selective, while Lions seems to have aimed at a less selective, large number's membership program. Each of these organizations have evidently been very successful in their divergent approaches. The committee suggests that a study be made to ascertain what is the best membership approach Kiwanis should follow.

Respectfully submitted,

ALLEN M. DUFFIELD

J. STEWART WILSON

JAMES B. RICHARD, Chairman

THE FOLLOWING CHARTERS WILL BE CONSIDERED FOR REVOCATION AT THE MEETING OF THE
INTERNATIONAL BOARD OF TRUSTEES---APRIL 25, 1980

<u>CLUB</u>	<u>DIVISION</u>
AIRPORT-REGENCY-MOBILE, AL	(11)
CAMDEN, AL	(6)
FORESTDALE, AL	(4)
HOPE HULL, AL	(7)
NORTH MOBILE, AL	(11)
PHENIX CITY, AL	(8)
RIVER CITY, WETUMPKA, AL	(7)
ROEBUCK, BIRMINGHAM, AL	(4)
SULLIGENT, AL	(3)
WETUMPKA, AL	(7)
ALBORADA, ECUADOR	(11)
CALIMA, CALI, COLOMBIA	(9)
LA CEIRA, GIGANTE, COLOMBIA	(8)
PERTH NORTH SUBURBAN, AUSTRALIA	(4)
CORNING, CA	(39)
EAST BAY SHORE, EAST PALO ALTO, CA	(34)
EL CAJON EAST, CA	(31)
FRESNO SUNNYSIDE, CA	(5)
HACIENDA HILLS, CA	(35)
INDIO, CA	(6)
NEWARK, CA	(40)
SOUTHWEST LOS ANGELES, CA	(19)
STUDIO CITY, CA	(16)
WESTLAKE VILLAGE, CA	(42)
WILMINGTON, CA	(19)
PARADISE VALLEY, LAS VEGAS, NV	(28)
SIERRA NEVADA, TAHOE, NV	(45)
DUMBARTON-PICKERING TOWNSHIP, ON	(10)
MAGOG, PQ	(15)
MAISSONNEUVE-MONTREAL, PQ	(14)
VARENNES-BOUCHERVILLE-VERCHERES, PQ	(15)
INIVERRARY, FL	(15)
TYRONE, SAINT PETERSBURG, FL	(20)
BELLE-CLAIRE-BELLEVILLE, IL	(34)
CHICAGO HISPANIC AMERICAN, IL	(1)
DARIEN AREA, IL	(5)
ENFIELD, IL	(33)
GREATER ELMHURST, IL	(9)
LA GRANGE PARK, IL	(5)
NORTH SANGAMON COUNTY, SHERMAN, IL	(28)
ROUND LAKE AREA, IL	(11)
WAUKEGAN-LAKEHURST	(7)
GATEWAY-CLINTON, IA	(16)
POSTVILLE, IA	(15)
FLOYD NEW ALBANY, IN	(14)
HARRODSBURG, KT	(13)
HENDERSON, KT	(15)
KNOXVILLE, GOLDEN K, TN	(5)
SUNBRIGHT, TN	(4)
BAYOUS (THE), PLAQUEMINE, LA	(8B)
CENTRAL AREA (THE), BATON ROUGE, LA	(8A)

<u>CLUB</u>	<u>DIVISION</u>
JONESVILLE, LA	(6)
MINDEN, LA	(9)
OAKDALE, LA	(11)
ST. JOHN, LA PLACE, LA	(4B)
SULPHUR, LA	(12)
ABERDEEN, MS	(10)
SOUTH HAVEN, MS	(1B)
IMLAY CITY AREA, MI	(7)
PARK PLACE, MT. CLEMENS, MI	(3N)
MAHNOMEN, MN	(7)
WEST FARGO, ND	(8)
COLSTRIP, MT	(4)
GALLATIN CAYON, BIG SKY, MT	(6)
POPLAR, MT	(7)
TERRY, MT	(5)
RINGSTED, IA	(2)
GREATER NEW MILFOD, CT	(1)
HADDON, HADDONFIELD, NJ	(4)
HANOVERS (THE, NJ	(16)
OLD BRIDGE, NJ	(9)
WILLOWBROOK, WAYNE, NJ	(15)
FISHKILL, NY	(9)
MAYFAIR BURNT HILLS, NY	(15)
RIPLEY, NY	(23)
ROCKAWAYS (THE), NEW YORK CITY, NY	(13)
SHENENDEHOWA GOLDEN K, NY	(15)
VALHALLA-NORTH WHITE PLAINS	(28)
BREMAN-RUSH CREEK, OH	(9)
CADIZ, OH	(19)
FREMONT VALLEY, FREMONT, OH	(12)
METROPOLITAN LIMA, LIMA, OH	(2)
CAMAS, WASHOUGAL, WA	(44)
DEER PARK, WA	(46)
DISHMAN VALLEY, SPOKANE, WA	(46)
FRANKLIN REGIONAL AREA, MURRYSVILLE, PA	(6A)
LANCASTOR MANOR, PA	(16)
LEBANON VALLEY, PA	(16)
LUZERENE COUNTY COMMUNITY COLLEGE, PA	(15)
ANGONO RIZAL, PHILIPPINE LUZON	(3C)
BALAYAN, BATANGAS, PHILIPPINE LUZON	(4A)
BARAS, RIZAL, PHILIPPINE LUZON	(3C)
BINANGONAN, RIZAL, PHILIPPINE LUZON	(3C)
DOWNTOWN MANILA, PHILIPPINE LUZON	(3A)
LAS PINAS, RIZAL, PHILIPPINE LUZON	(3A)
LIPA CITY, BATANGAS, PHILIPPINE LUZON	(4A)
MONTALVAN, RIZAL, PHILIPPINE LUZON	(3C)
PANIQUE, TARLAC, PHILIPPINE LUZON	(2A)
PILI CAMARINES SUR, PHILIPPINE LUZON	(5)
PILILLA, RIZAL, PHILIPPINE LUZON	(3C)
QUEZON CITY, PHILIPPINE LUZON	(3B)
RIZAL CAPITOL, PHILIPPINE LUZON	(3B)
ROSARIO, LA UNION, PHILIPPINE LUZON	(1)
SAN MATEO, RIZAL, PHILIPPINE LUZON	(3C)
SANTA IGNACIA, TARLAC	(2A)
TALAVERA, NUEVA ECIJA, PHILIPPINE LUZON	(2A)
TANAY, RIZAL, PHILIPPINE LUZON	(3C)
TIKUB LAKE, TIAONG, QUEZON, PHILIPPINE LUZON	(3B)

<u>CLUB</u>	<u>DIVISION</u>
ASUNCION, PHILIPPINE SOUTH	(7)
BISLIG, PHILIPPINE SOUTH	(3B)
CABANCALAN, PHILIPPINE SOUTH	(2A)
COMPOSTELA, DAVAO, PHILIPPINE SOUTH	(7)
DIPOLOG NORTH, DIPOLOG CITY, PHILIPPINE SOUTH	(5)
DIPOLOG WEST, DIPOLOG CITY, PHILIPPINE SOUTH	(5)
ESCALANTE, PHILIPPINE SOUTH	(2A)
FIFTEEN TWENTY-ONE, CEBU CITY, PHILIPPINE SOUTH	(1A)
KAPALONG, DAVAO, PHILIPPINE SOUTH	(7)
LAKE MAINIT, PHILIPPINE SOUTH	(3A)
MABINAY, PHILIPPINE SOUTH	(2A)
MARAWI CITY, PHILIPPINE SOUTH	(4)
METRO ILOILO, ILOILO CITY, PHILIPPINE SOUTH	(2B)
MUTIA, PHILIPPINE SOUTH	(5)
NABUNTURAN, DAVAO, PHILIPPINE SOUTH	(7)
ORMOC CITY, PHILIPPINE SOUTH	(1C)
OTON, ILOILO CITY, PHILIPPINE SOUTH	(2B)
PAMPLONA, PHILIPPINE SOUTH	(2A)
PINAN, PHILIPPINE SOUTH	(5)
POLOMOLOK, PHILIPPINE SOUTH	(6)
RIZAL, PHILIPPINE SOUTH	(5)
SIBUTAD, PHILIPPINE SOUTH	(5)
SILAY CITY, PHILIPPINE SOUTH	(2A)
VALENCIA BUKIDNON, PHILIPPINE SOUTH	(4)
GRAHAM COUNTY-SAFFORD, AZ	(5)
KAYENTA, AZ	(11)
BLOOMFIELD, NM	(12)
RED RIVER, NM	(1)
SAN JUAN, FARMINGTON, NM	(12)
TEXACO-EL LLANO, NM	(13)
ALICE DAYBREAKERS, TX	(36)
BEAUMONT BREAKFAST, TX	(10)
BLESSING, TEXAS	(25)
CLARENDON, TX	(6)
DEER PARK, TX	(41)
DESOTO, TX	(2)
FLOYDADA, TX	(7)
FREEPORT, TX	(28)
GARLAND, TX	(37)
GLEN ROSE, TX	(29)
GREATER COPPERAS COVE, TX	(23)
HOUSTON GALLERIA, TX	(3)
ITALY, TX	(40)
JEFFERSON, TX	(13)
PALESTINE-DOGWOOD TRAIL, TX	(34)
SHINER, TX	(25)
SOUTHWEST ANGELO, SAN ANGELO, TX	(12)
TROUP, TX	(34)
WACO EARLY RISERS, WACO, TX	(23)
WILLS POINT, TX	(37)
CHECOTAH, OK	(31)
FAIRFAX, OK	(39)
FREDRICK, OK	(18)

April 25, 1980

<u>CLUB</u>	<u>DIVISION</u>
HENRYETTA, OK	(21)
HOLLIS, OK	(17)
MUSKOGEE-GEEN COUNTRY, OK	(31)
PRAGUE, OK	(21)
SAND SPRINGS, OK	(15)
WASATCH, MURRAY, UT	(8)
BETHANY, WV	(1)
SOUTH FAIRMONT, WV	(3)
WESTON, WV	(3)
HINTON, AB	(6)
EDMONTON YELLOWHEAD, AB	(3)
VIRDEN, MB	
AKURE, NIGERIA	
OWO, NIGERIA	
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REPORT OF BOARD COMMITTEE ON PROGRAM DEVELOPMENT
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

April 25 - 29, 1980

Date of Committee Meeting: April 27, 1980

Place of Committee Meeting: General Office

Present: Members: Frank J. Di Noto, E.B. "Mac" McKittrick
John T. Roberts (Absent Because of Assignment)
Chairman: C.E. "Pete" Thurston, Jr.
Staff: Richard S. Christopher, Gerald R. Jindra, A.G. Terry Shaffer

Builders Clubs

The Committee reviewed the current statistics for the Builders Club program, indicating 371 clubs officially chartered to date. Of this total, 56 clubs were processed after October 1, 1979. The projected outlook of new Builders Clubs to be chartered during the 1979-80 year is 75.

The Committee extended its appreciation to Mort Freedman, International Coordinator for Builders Clubs, for his fine efforts in promoting Builders Clubs. The staff was commended on its promotional materials, including highlighting the program in the BULLETIN FOR KIWANIS OFFICERS, and especially the upcoming June issue, the issuance of the Builders Club newsletters, and for the development of the slide/tape and a new four-color membership brochure. The developmental cost of the Builders Club visual and the membership brochure was funded by the Kiwanis International Foundation.

Progress Report On The Current Major Emphasis Program

The Committee reviewed the progress of the current Major Emphasis Program and noted that only 15 Kiwanis clubs to date have submitted forms indicating qualification for the 100% RIGHTSTART PARTICIPATION banner patch award. Additional promotional material on the award program has been mailed to all lieutenant governors and district MEP chairmen and has been included in the BKO. The Committee feels that it would be advantageous to excerpt ideas from those completed report forms and send them to clubs as an incentive for participating in the program.

The Committee indicated that in order to determine the success of the MEP, a more informative report form is desirable, possibly a revised Annual Club Report. The Committee will study this matter with staff.

Support Materials For Elementary School Teachers And Students

The Committee is impressed with sales of the new "Choices About Drugs and Drinking," for elementary teachers and students in grades 4-6. Over 2,000 have been sold since publication of this new support item on January 1, 1980. Board Members are asked to assist in this promotion by including a reference to "Choices" and a copy of the material in their communications with governors-elect. All current governors received

a copy at the regional conferences.

The Committee noted that sales of the "Let's Take Action Against Crime" book for elementary school teachers and students (kindergarten through grade 3) now total 21,454. 25,000 of these books were received from the manufacturer in early January of 1978, and the net income of \$32,594.44 has been split evenly between Kiwanis and the Kiwanis International Foundation.

The Committee believes that new Kiwanis clubs should receive complimentary copies of these booklets and possibly other promotional materials. Staff is asked to work with the Supplies Department in designing an appropriate flyer.

The 1980-81 Major Emphasis Program Kit

The Committee reviewed the 1980-81 Major Emphasis Program kit which will be a part of the Club President's Leadership Education package. The Committee noted that the materials are fewer in number than in previous years but provide local clubs with sufficient public relations ideas, and the project guide is short but contains many project suggestions.

The Committee expressed its satisfaction with the new materials, noting that the "C.D. - Communications Disabilities" program will receive intensive promotion at the Anaheim Convention, the July/August/September issue of the BKO will contain a feature article on the program, and KIWANIS magazine will highlight the new MEP throughout the year.

Farm-City Report

General Office staff members A.G. Terry Shaffer and John L. McGehee, secretary and vice-president, respectively, of the National Farm-City Council, reviewed the Council's activities. For the past 25 years, Kiwanis International has been the coordinating agency for the Council, being reimbursed about \$6,000 annually. The Committee feels that the staffmen, if elected, should continue as members of the Council.

However, since the actual cost as the coordinating agency, including staff time, secretarial help, travel etc., is estimated at \$20,000 per year, the Committee recommends that Kiwanis International discontinue, at the close of the Council's current fiscal year (January 31, 1981), its role as coordinating agency. Such discontinuance will in no manner affect the continued Kiwanis observance of Farm-City Week.

Recommendation #1:

The Committee recommends the National Farm-City Council be informed that Kiwanis International can no longer justify its role as the coordinating agency after January 31, 1980. However, Kiwanis will continue to support the purposes and efforts of the organization.

I move recommendation 1 be adopted.

(Adopted)

Results Of The 1978-79 Major Emphasis Program Efforts

The Committee reviewed and was impressed with the results of the club involvement in the 1978-79 Major Emphasis Program, "Rightstart - The Formative Years," as tabulated from the Annual Club Reports, attached as an exhibit to this report.

Departmental Budget

The Committee reviewed the March Comparative Statement of Expenses of the Program Development Department and was satisfied with the explanations of those variances, which are in line with overall budget projections.

The Committee reviewed the tentative 1980-81 Program Development departmental budget, suggested decreases totaling \$850 (about 5%), and then referred it to the Finance Committee.

Review Of Overseas Trip As It Relates To Program Development

The Director of Program Development reported to the Committee on his recent overseas trip with Robert M. Detloff, Assistant Secretary/Growth. Ten (10) Kiwanis nations and a number of clubs were visited, with active participation by the Director in the Asia-Pacific Conference and the chartering of the Kiwanis Club of Calcutta, India. The three-week trip was beneficial and gave the Director invaluable insight into the operations and services by Kiwanis clubs in overseas areas.

California-Nevada-Hawaii District Program On Drug Abuse

Trustee Frank J. Di Noto reported on the drug abuse programs, the Community Crusade Against Drugs and Listen America Pageant, sponsored in part by the California-Nevada-Hawaii District. The program is being implemented in high schools primarily in Southern California. The district will continue to monitor these programs and report to the Committee.

Kiwanis Membership And Its Relation To Service

President Mark Smith requested that the Committee discuss the membership growth and ways to strengthen our overall program to attract and retain good members.

The Committee made the following suggestions for consideration by appropriate Board Committee and staff:

- To qualify for the Distinguished Award Programs, a criterion might be added that a club president, lieutenant governor or governor must personally sponsor two or three new members.
- Rotary International requires a strict membership classification plan and attendance rules, with a procedure for orienting new members prior to induction. We should meet with Rotary officials and learn more about these elements.

- Kiwanis International should produce something similar to the "Kiwanis In Action" booklet which was discontinued some years ago. The scope of service involvement, funds spent in community service, and success stories of projects would increase pride of membership as well as providing necessary elements of Kiwanis education.
- We should stress the importance of having functioning committees and the necessity of every member serving on an active club committee.
- At least once per month, every local club should have a brief educational message, sometimes outlining the functions of a club committee. The BKO could assist with an educational column.
- We should carefully examine our "Kiwanis And You" kit for new members to provide items which will give a more complete picture of Kiwanis and the responsibilities of membership.

Audio-Visual Developmental Program

President Mark Smith requested that the Committee undertake a short-term study of the Kiwanis audio-visual needs. The Committee agrees that this matter should receive a high priority because audio-visuals can serve our members and clubs.

The Committee believes that a sum not to exceed \$15,000 should be allocated in the 1979-80 budget for development costs of effective audio-visual tools. Although allocated to the Program Development Department, this sum would actually be apportioned among those departments with specific audio-visual projects based on a priority basis. It is also anticipated that much of the actual production costs will be recovered in future years from the sale of such items.

Recommendation #2:

The Committee recommends that an amount not to exceed \$15,000 be added as a line item in the Program Development Department for 1979-80 for the purpose of developing an audio-visual capability in the General Office.

I move recommendation 2 be adopted.

(Adopted)

It is the Committee's opinion that in the future an audio-visual sub-section should be created to serve the needs of our clubs and members.

Program Planning Conference In Anaheim

A total of \$13,700 is allocated in the Program Development budget to cover the costs of the 1980-81 Program Planning Conference. The conference was originally scheduled for March, 1980, but President-elect Merald Enstad elected to hold the conference at the International Convention in Anaheim. Such change will result in a slightly lesser cost.

The Committee recommends that a round-trip economy fare to Anaheim plus \$100 for expenses be paid to each 1980-81 International Committee Chairman in attendance.

Recommendation #3:

The Committee recommends that a round-trip economy fare plus \$100 be paid to all 1980-81 International Committee Chairmen for their participation in the Program Planning Conference to be held at the time of the International Convention in Anaheim.

I move recommendation 3 be adopted.

(Adopted)

Respectfully submitted,

FRANK J. DI NOTO

E. B. "MAC" MCKITRICK

C. E. "PETE" THURSTON, JR., Chairman

REPORT OF BOARD COMMITTEE ON PROPERTY AND SUPPLIES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

April 25 - 29, 1980

Date of Committee Meeting: April 28, 1980

Place of Committee Meeting: General Office, Past Presidents' Room

Present: Members - Aubrey E. Irby and Drew M. Petersen, M.D.
Chairman - Albert L. Cox
Staff Members - William H. Jepson, William A. Brown and
Dennis C. Shafer

PROPERTY

The Committee reviewed the proposed 1980-81 Office Management Department budget and noted that all General Office telephone charges are included in this budget. In reviewing items related to the maintenance and cleaning of the General Office building, the Committee is of the opinion that savings can be made in these areas. The staff is requested to report its findings and recommendations to the Committee prior to the June 1980 meeting so specific adjustments can be made in the proposed 1980-81 Office Management Department budget.

The Committee noted the excellent progress being made with the renovation of the General Office and wishes to thank Donn Ayer and Associates, William A. Brown, Director, Administrative Services and Stanley Matuszkiewicz, Building Engineer, for the excellent job they have done in coordinating the project.

The Committee was informed that, with the approval of the Chairman, \$2,432 of expense for additional painting has been authorized. This expenditure was made to include painting of the inside of the offices in the Executive Department and in other areas where painting proved to be essential.

The budget approved for the renovation program, during the January 1980 Board meeting, is \$99,613. The Committee was informed that the project, as planned will be completed for a total cost of \$91,934.26. In view of the fact that all planned work has been completed well under the authorized budget, the Committee agrees that \$6,000 should be spent to complete the painting of the interior of all offices and washrooms and the lower level hallway and to provide additional partitions and sound panels for the Data Processing Department.

The Committee is continuing its study of possible sites for the relocation of the General Office and expects to make a specific and final recommendation at the next meeting of the Board. To make this feasible and final we offer the following:

Recommendation #1:

The Committee recommends that the number of sites under consideration for the relocation of the General Office be reduced to two or three sites which appear to be acceptable to the entire Committee. Further, that this Committee and the Executive Director, P. N. Hanly, be permitted to visit one or more of these sites at the expense of Kiwanis International to evaluate all criteria necessary and to report in detail our final recommendation to the Board for adoption at the Anaheim Convention meeting.

I move that recommendation 1 be adopted.

(Adopted)

The Committee reviewed proposed adjustments to the 1979-80 Office Management Department budget and found them to be in order. The Committee recommends the following adjustments be made in the 1979-80 Office Management Department budget: 03-107-10, Delaware Apartment rental, \$4,500; 10-110-05, Car allowance for Frank Schwerthoffer, Manager of Production, \$175.00; 03-201-01, construction materials, North Pier Terminal, \$1,000; 03-201-02, transportation of Supplies Department stock and Literature Room to North Pier Terminal, \$3,500; and 02-201-03, cleaning materials for North Pier Terminal, \$100.

The Committee reviewed the request from staff to authorize the leasing of a #1600 Copy Printer for the Duplicating Department and agreed that the current #360 offset equipment needs replacement. It was also agreed that a 5-year lease plan is the best method available to obtain this new equipment due to the fact that the rate, which also includes maintenance, will remain constant for the entire lease period.

Recommendation #2:

The Committee recommends that the International Secretary be authorized to confirm a 5-year lease arrangement with the A. B. Dick Company for a #1600 Copy Printer at the rate of \$1,099.33 per month; that this arrangement be initiated in May, 1980; and that this be referred to the Finance Committee for implementation.

I move that recommendation 2 be adopted.

(Adopted)

It was agreed by the Committee that it is essential to employ an additional man to work with the General Office Building Engineer. Although retired Engineer Joseph Papp has been available for assistance, the Committee believes it is time

to employ and train a new man as soon as possible. The Committee recommends that a new employee be hired as of May, 1980, to assist the Building Engineer, and that an additional \$4,950 be included in the 1979-80 Office Management budget (03-107-02) to cover this expense, and that this be referred to the Finance Committee for implementation.

The Committee has instructed staff to clearly separate maintenance employee expense and General Office utility expense in the current 1979-80 budget and in the proposed 1980-81 Office Management Department budget.

SUPPLIES

The Committee reviewed the proposed 1980-81 budget for the Supplies Department and recommends it to the Committee on Finance without change.

In reviewing the March 1980 statement of the Supplies Department, the Committee noted that the department bears the expense of some materials that are also being used by other General Office departments. The Committee instructed the Manager of Supplies to initiate the necessary internal controls to eliminate this problem.

The Committee was informed that a reorganization of the Supplies Department was in progress directed toward improved efficiency in departmental operations. In late May, 1980, four Data Entry employees, currently under the supervision of the Finance Department, will move to the new Supplies office area in the lower level and will report directly to the Manager of Supplies. With this arrangement, the processing of all supplies orders, correspondence, data entry, and filing will all be under the direct control of the Supplies Department Manager, Dennis C. Shafer.

The Committee was advised that billing procedures have been changed through a cooperative effort of the Supplies, Finance, and Data Processing Departments. Invoices will not be sent to Kiwanis Clubs until written proof of shipment has been received by the Supplies Department from the North Pier Terminal Warehouse and from outside vendors. In addition, entries will not be made in accounts receivable until shipment of supplies has been made. This is a much needed operational change that should improve efficiency and our relationship with clubs and districts.

At its January 1980 meeting, the Board approved the implementation of a cash sales system for supplies, effective with the forthcoming 1980-81 administrative year. In order for plans for implementation to proceed, the Committee agrees that a cash-only basis must be applied to all Kiwanis Clubs, all districts, and all current and past officials of the organization, with no exceptions. However, provisions for billing will

have to be made to care for those instances when orders are received without sufficient payment and to recover additional charges for special shipping and postage requested by clubs and districts. The use of credit cards will be promoted, and in addition to arrangements with Visa and Master Card, the staff is working on a similar arrangement with American Express.

The Committee is concerned that proper arrangements be made for the sale of supplies to clubs and districts outside of the United States and Canada and agrees with the suggestion of the staff that there is a need to do an in-depth study of this aspect of a cash sales system. The Committee has instructed the Assistant Secretary for Operations, with the cooperation of the Extension, Supplies, and Finance Departments, to study the problems inherent with a cash basis system, especially in those Kiwanis countries that have monetary restrictions, and to present specific recommendations to the Committee by the time of the June 1980 Board meeting.

The Committee agrees that extensive promotion on the cash sales system needs to be done between now and the beginning of the 1980-81 administrative year. The Bulletin for Kiwanis Officers, Kiwanis Magazine, 1980-81 Club Presidents Leadership Education Packages, and appropriate Anaheim Convention forums will be utilized. In addition, special attention will be given to district bulletins and to the district conferences for 1980-81 Lieutenant Governors. In all our promotion, stress will be given to the benefit to clubs and members this new system will provide. Because of his previous experience with this type of conversion, the Committee requests Executive Director P. N. Hanly to direct the staff in preparing promotional materials.

The Committee received the copy of the history of the organization prepared by the Associate Secretary Emeritus L. A. Hapgood. The Committee will continue to study this project and at a future meeting the Committee will present recommendations on the format, printing quantity, proposed sale price, and other matters related to completing this project.

Respectfully submitted,

AUBREY E. IRBY

DREW M. PETERSEN, M.D.

ALBERT L. COX, Chairman

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

April 25-29, 1980

Date of Committee Meetings: April 25-27, 1980

Place of Committee Meeting: General Office

Present: Members - E. B. "Mac" McKittrick, Henry L. "Les" Myers, Jr.
Chairman - Raymond W. Lansford
Staff Member - Fay H. McDonald

Restructure of International Board

The Constitution and Bylaws of Kiwanis International have been amended periodically to reflect current operational procedures. An evaluation of the current and future benefits to Kiwanians through the International Board structure has been under study during the previous and current administrative years. This committee has utilized data collected and interpreted by the Special Committee on Kiwanis International Structure, current Board members, staff, and other selected Kiwanians. The objective of this study has been to reduce the number of years an elected official devotes to service from Trusteeship through the office of President; to provide for a system of worldwide distribution in Board member selection; and to improve the efficiency of the organization through personnel structure and monetary changes.

At the January 26-30, 1980 meeting of the Board, a set of principles on the restructure of the Board was adopted to guide the preparation of the proposed amendment to restructure the Board. The committee arranged for the preparation of this proposed amendment with the very capable assistance of Past International Officer W. Donald Dubail. The proposed amendment is attached to this report.

At the full meeting of the Board held on April 25, 1980, this committee was directed to determine whether or not there could be any modification of the principles. The committee has determined there could be a modification and the pages of the amendment involved in a possible modification are included with the attached copy of the proposed amendment implementing the original principles.

Recommendation #1:

The committee recommends that the plan of restructure of the Board as modified in the attached exhibit be adopted.

I move that recommendation 1 be adopted.

(Tabled)

Nominating and Seconding Procedure for Anaheim Convention

The committee reviewed the procedure on nominations and seconds for candidates for International office which has been used for the past few years. After

Careful consideration the committee does not recommend any change from the past several years, but believes that the Board should again formally adopt the procedure to be recommended to the Council at its Anaheim meeting.

Recommendation #2:

The committee recommends that the procedure to be recommended to the Council for the nominations and seconds for candidates for International office in Anaheim be as follows:

For the Office of President - one nominating speech of five minutes and one seconding speech of one minute

For the Office of President-elect - one nominating speech of five minutes and one seconding speech of one minute

For the Office of Vice-president and the Office of Treasurer - one nominating speech of three minutes and one seconding speech of one minute

For the Office of Trustee - one nominating speech of two minutes and one second from the platform with no speech

I move that recommendation 2 be adopted.

(Adopted)

Kiwanis Meetings and Energy Conservation

These are times when every organization needs to review its meetings schedule in the light of costs involved and the need for energy conservation. Past Governor Marshall W. McCann of the Pacific Northwest District has specifically brought this concern to the attention of the Board in a letter submitted following the last Board meeting. The committee concurs that it is time to begin a long-range study of Kiwanis meetings at all levels because of the increasing costs of such meetings and the need to be concerned about energy conservation.

The Board has taken steps in energy conservation. There are now ten regional conferences for club presidents and lieutenant governors. Beginning with the 1981-82 year there will be a three-year cycle for Presidential visits to districts. Further, the committee notes that districts are using regional or zone plans for leadership education and continuing education. Perhaps the Board should encourage more districts to consider such a plan.

The committee will retain this matter for further study.

1979-80 Structure Budget

The committee notes that the 1979-80 Structure Budget does not provide for reprinting of the Standard Form for District Bylaws. At the January meeting, the Board adopted changes to the Standard Form for District Bylaws necessitating a reprinting. Therefore, a budget adjustment to provide the funds is proposed.

Recommendation #3:

The committee recommends that the Board Committee on Finance and Personnel provide funds for line item 01-108-08 in the amount of \$815.

I move that recommendation 3 be adopted.

(Adopted)

1980-81 Structure Budget

The committee carefully reviewed the proposed 1980-81 Structure Budget and desires to make adjustments as contained in the following recommendation. These adjustments will decrease the proposed 01 Structure Budget total from \$268,994 to \$266,568. The committee recommends to the Board Committee on Finance and Personnel the following changes in the 01 Structure Budget:

- In 01-103 - the total of the three line items be reduced from \$17,566 to \$14,000.
- In 01-106-02 - reduce from \$1,800 to \$1,000.
- In 01-108-01 - increase from \$2,000 to \$2,500.
- In 01-108-03 - increase from \$3,500 to \$4,500.
- In 01-108-08 - increase from \$780 to \$900.
- In 01-161-03 - increase from \$19,140 to \$24,000.
- In 01-161-04 - income from sale of BKO subscriptions be increased to \$24,000, which may be accomplished by making the minimum subscription to be four copies for four dollars.

The committee further recommends that 01-127 National Farm-City Council account be transferred to Program Development, and that the item on Charter Presentations-District Governor in the 01-110 account be transferred to Field Service.

Respectfully submitted,

E. B. "MAC" McKITRICK
HENRY L. "LES" MYERS, JR.
RAYMOND W. LANSFORD, Chairman

PROPOSED AMENDMENT NO. 1
TO THE INTERNATIONAL CONSTITUTION AND
BYLAWS

Presented by the Board of Trustees of Kiwanis International.

This amendment consisting of six parts proposes to amend the Constitution and Bylaws of Kiwanis International to provide for a re-structure of the Board of Trustees of Kiwanis International.

Part 1-A

Amend Article VII, Section 1, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Section 1. The officers of Kiwanis International shall be a President, President-elect, Immediate Past President, two (2) Vice-Presidents, a Secretary, a Treasurer, twelve (12) Trustees, and a District Governor for each district. The authority and duty of each official shall be such as are defined in the Constitution and Bylaws.

Effective October 1, 1983 until September 30, 1986, the officers of Kiwanis International shall be a President, a President-elect, the Immediate Past President, two (2) Vice-presidents, a Treasurer, a Secretary, fifteen (15) Trustees, and a District Governor for each district. The authority and duty of each official shall be such as are defined in the Constitution and Bylaws.

Effective October 1, 1986, and thereafter, the officers of Kiwanis International shall be a President, a President-elect, the Immediate Past President, three (3) Vice-presidents, a Treasurer, a Secretary, fifteen (15) Trustees, and a District Governor for each district. The authority and duty of each official shall be as defined in the Constitution and Bylaws.

REVISED

PROPOSED AMENDMENT NO. 1
TO THE INTERNATIONAL CONSTITUTION AND
BYLAWS

Presented by the Board of Trustees of Kiwanis International.

This amendment consisting of six parts proposes to amend the Constitution and Bylaws of Kiwanis International to provide for a re-structure of the Board of Trustees of Kiwanis International.

Part 1-A

Amend Article VII, Section 1, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Section 1. The officers of Kiwanis International shall be a President, President-elect, Immediate Past President, two (2) Vice-Presidents, a Secretary, a Treasurer, twelve (12) Trustees, and a District Governor for each district. The authority and duty of each official shall be such as are defined in the Constitution and Bylaws.

Effective October 1, 1983, and thereafter, the officers of Kiwanis International shall be a President, a President-elect, two (2) Vice-presidents, a Treasurer, a Secretary, fifteen (15) Trustees, and a District Governor for each district. The authority and duty of each official shall be such as are defined in the Constitution and Bylaws.

ARTICLE VII. CONT.

ARTICLE VII. CONT.

Part 1-B

Part 1-B

Amend Article VII, Section 2, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Amend Article VII, Section 2, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Section 2. The administrative year of the President, President-elect, Immediate Past President, two (2) Vice-Presidents, Treasurer, and twelve (12) Trustees, shall begin on the first day of October of each year.

Section 2. The administrative year of the President, President-elect, Immediate Past President, two (2) Vice-Presidents, Treasurer, and twelve (12) Trustees, shall begin on the first day of October of each year.

Effective October 1, 1983 until September 30, 1986, the administrative year of the President, President-elect, Immediate Past President, two (2) Vice-presidents, Treasurer, and fifteen (15) Trustees shall begin on the first day of October of each year.

Effective October 1, 1983 until September 30, 1986, the administrative year of the President, President-elect, ~~Immediate Past President~~, two (2) Vice-presidents, Treasurer, and fifteen (15) Trustees shall begin on the first day of October of each year.

Effective October 1, 1986 and thereafter, the administrative year of the President, President-elect, Immediate Past President, three (3) Vice-presidents, and fifteen (15) Trustees shall begin on the first day of October of each year.

Effective October 1, 1986 and thereafter, the administrative year of the President, President-elect, ~~Immediate Past President~~, two (2) Vice-presidents, and fifteen (15) Trustees shall begin on the first day of October of each year.

Part 1-C

Part 1-C

Amend Article VII, Section 3, of the Constitution of Kiwanis International by rewording the last sentence of the section. The section, as amended, would then read as follows:

Amend Article VII, Section 3, of the Constitution of Kiwanis International by rewording the last sentence of the section. The section, as amended, would then read as follows:

Section 3. Each elected officer shall be an active, privileged, or senior member in good standing of a chartered club and shall have served as a Governor of a district of Kiwanis International, except that an officer from the European Federation shall have served either as a Governor of a district of Kiwanis International or a President of the European Federation. No offices other than those of Secretary and Treasurer shall be combined in one person.

Section 3. Each elected officer shall be an active, privileged, or senior member in good standing of a chartered club and shall have served as a Governor of a district of Kiwanis International, except that an officer from the European Federation shall have served either as a Governor of a district of Kiwanis International or a President of the European Federation. No offices other than those of Secretary and Treasurer shall be combined in one person.

PRESENT PROVISIONS

Part 1-D

Amend Article VII, Section 5, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Section 5. The Board of Trustees shall appoint the Secretary and fix his salary, and shall have the power to appoint and fix the compensation of such other administrative officers as in its judgment may be necessary.

On and after October 1, 1986, the Board of Trustees shall appoint the Secretary and Treasurer, and such other administrative officers as it may deem necessary and shall fix their compensation.

CONSTITUTION

Article VII, Section 5

Section 5. The Board of Trustees shall appoint the Secretary and fix his salary, and shall have the power to appoint and fix the compensation of such other administrative officers as in its judgment may be necessary.

Part 1-E

Part 1-E

Amend Article VII, Section 6, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Amend Article VII, Section 6, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Section 6. The President, President-elect, two (2) Vice-Presidents, and Treasurer shall be elected at the Annual Convention for a period of one (1) administrative year, in the manner prescribed in the Bylaws.

Section 6. The President, President-elect, two (2) Vice-Presidents, and Treasurer shall be elected at the Annual Convention for a period of one (1) administrative year, in the manner prescribed in the Bylaws.

For the administrative year beginning on October 1, 1986 and thereafter, the President, President-elect, and three (3) Vice-presidents shall be elected at the Annual Convention for a period of one (1) administrative year in the manner prescribed in the Bylaws.

For the administrative year beginning on October 1, 1986 and thereafter, the President, President-elect, and two (2) Vice-presidents shall be elected at the Annual Convention for a period of one (1) administrative year in the manner prescribed in the Bylaws.

Prior to October 1, 1986, a candidate for an office above the level of Trustee shall have served as a Trustee for at least two years. On and after October 1, 1986, a candidate for an office above the level of Trustee shall have served as a Trustee for at least three years.

Prior to October 1, 1986, a candidate for an office above the level of Trustee shall have served as a Trustee for at least two years. On and after October 1, 1986, a candidate for an office above the level of Trustee shall have served as a Trustee for at least three years.

On and after October 1, 1986, no elected officer of Kiwanis International above the office of Trustee may serve again in the same office in which he has previously served.

On and after October 1, 1986, no elected officer of Kiwanis International above the office of Trustee may serve again in the same office in which he has previously served.

Part 1-F

PRESENT PROVISIONS

Amend Article VII, Section 7, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

CONSTITUTION

Article VII, Section 7

Section 7. The term of office of Trustees elected at each annual convention shall be two (2) years, except for those Trustees elected to fill vacancies as specified in Article XII, Sections 10 and 11, of the Bylaws. No Trustee shall serve for more than two (2) consecutive two-year terms as a Trustee.

Section 7. The term of office of Trustees elected at each annual convention shall be two (2) years, except for those Trustees elected to fill vacancies as specified in Article XII, Sections 10 and 11, of the Bylaws. No Trustee shall serve for more than two (2) consecutive two-year terms as a Trustee.

Effective October 1, 1983, the term of office of Trustees elected at each Annual Convention shall be three (3) years, except for those Trustees elected to fill vacancies or unexpired terms as specified in Article XII, Section 9, of the Bylaws, and except for the period of transition as outlined in this section. No Trustee shall serve for more than one (1) three-year term from and after October 1, 1983.

At the Annual Conventions in 1983, 1984, and 1985, the number of Trustees to be elected shall be as follows:

- a. At the Annual Convention in 1983: five (5) Trustees shall be elected for a term of three (3) years, and four (4) Trustees shall be elected for a term of two (2) years.
- b. At the Annual Convention in 1984: five (5) Trustees shall be elected for a term of three (3) years, and one (1) Trustee shall be elected for a term of one (1) year.
- c. At the Annual Convention in 1985: five (5) Trustees shall be elected for a term of three (3) years, and thereafter, five (5) Trustees shall be elected each year for a three-year term.

During the period of October 1, 1983 to September 30, 1984, a Trustee, who shall be completing the second year of his first two-year term, or who shall have been elected to a one-year term, shall be eligible for reelection as a Trustee for a three-year term.

During the period of October 1, 1983 to September 30, 1984, no Trustee who has served for two (2) consecutive two-year terms as Trustee shall be eligible for reelection as a Trustee.

Part 2

Part 2

Amend Article VIII, Section 1, of the Constitution of Kiwanis International by adding two sentences to Section 1; by creating a new paragraph (g); by creating a new Section 2; and by renumbering present Sections 2 and 3 as 3 and 4. Section 1, a, b, c, d, e, f, and g, and the new Section 2 would read as follows:

Section 1, the Board of Trustees shall consist of the President, President-elect, Immediate Past President, two (2) Vice-presidents, Treasurer, and twelve (12) Trustees. Effective October 1, 1983, the Board of Trustees shall consist of the President, President-elect, Immediate Past President, two (2) Vice-presidents, Treasurer, and fifteen (15) Trustees. Effective October 1, 1986, The Board of Trustees shall consist of the President, President-elect, Immediate Past President, three (3) Vice-presidents, and fifteen (15) Trustees.

The members of the Board of Trustees shall be elected as follows:

- a. One (1) member from the European Federation, except that, in a year when the European Federation presents a candidate for office above the level of Trustee, it shall not offer a candidate for the office of Trustee.
- b. A minimum of twelve (12) members from the United States. Representation from the Pacific Northwest District shall be a part of the specified representation from the United States irrespective of residence.
- c. One (1) member from each of the two (2) Canadian districts as presently constituted, including all areas attached thereto, except that in a year when a Canadian district presents a candidate for office above the level of Trustee, that district shall not offer a candidate for the office of Trustee.
- d. The remaining members of the Board of Trustees not specified in paragraphs a, b, and c above may emanate from any district of Kiwanis International, subject to the provisions of paragraph e following.
- e. No district or federation may have more than one (1) member on the Board of Trustees at any one time.
- f. The effective date of specified representation from the European Federation shall be October 1, 1976. The effective date of specified representation from the two Canadian Districts shall be October 1, 1977.
- g. Effective September 30, 1982, all references to specified representation on the Board of Trustees shall be deleted from the Constitution and Bylaws; however, the specified incumbent representatives shall complete the remainder of their respective term of office.

Amend Article VIII, Section 1, of the Constitution of Kiwanis International by adding two sentences to Section 1; by creating a new paragraph (g); by creating a new Section 2; and by renumbering present Sections 2 and 3 as 3 and 4. Section 1, a, b, c, d, e, f, and g, and the new Section 2 would read as follows:

Section 1, the Board of Trustees shall consist of the President, President-elect, Immediate Past President, two (2) Vice-presidents, Treasurer, and twelve (12) Trustees. Effective October 1, 1983, the Board of Trustees shall consist of the President, President-elect, ~~two (2) Vice-presidents, Treasurer, and~~ two (2) Vice-presidents, Treasurer, and fifteen (15) Trustees. Effective October 1, 1986, The Board of Trustees shall consist of the President, President-elect, ~~three (3) Vice-presidents, and~~ two (2) Vice-presidents, and fifteen (15) Trustees.

The members of the Board of Trustees shall be elected as follows:

- a. One (1) member from the European Federation, except that, in a year when the European Federation presents a candidate for office above the level of Trustee, it shall not offer a candidate for the office of Trustee.
- b. A minimum of twelve (12) members from the United States. Representation from the Pacific Northwest District shall be a part of the specified representation from the United States irrespective of residence.
- c. One (1) member from each of the two (2) Canadian districts as presently constituted, including all areas attached thereto, except that in a year when a Canadian district presents a candidate for office above the level of Trustee, that district shall not offer a candidate for the office of Trustee.
- d. The remaining members of the Board of Trustees not specified in paragraphs a, b, and c above may emanate from any district of Kiwanis International, subject to the provisions of paragraph e following.
- e. No district or federation may have more than one (1) member on the Board of Trustees at any one time.
- f. The effective date of specified representation from the European Federation shall be October 1, 1976. The effective date of specified representation from the two Canadian Districts shall be October 1, 1977.
- g. Effective September 30, 1982, all references to specified representation on the Board of Trustees shall be deleted from the Constitution and Bylaws; however, the specified incumbent representatives shall complete the remainder of their respective term of office.

REVISED

Section 2. Effective September 30, 1982, whenever a member of the Board of Trustees leaves the Board on September 30 of any administrative year, the district from which he was elected shall not be eligible to present a candidate for International office at the next two (2) succeeding Annual Conventions; except, that when such leaving results from the incapacity to complete the term for which he was elected--in that event, the district from which he was elected shall retain eligibility for presenting a candidate for Trustee at the next Annual Convention.

Section 2. Effective September 30, 1982, whenever a member of the Board of Trustees leaves the Board on September 30 of any administrative year, the district from which he was elected shall not be eligible to present a candidate for International office at the following Annual Convention; except, that when such leaving results from the incapacity to complete the term for which he was elected--in that event, the district from which he was elected shall retain eligibility for presenting a candidate for Trustee at the next Annual Convention.

ARTICLE X

- 8 -

Part 3

Amend Article X, Section 5, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Section 5. Each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted in any convention, except as prescribed in the Bylaws and related to the election of specified representatives as delineated in Article VIII of the Constitution. There shall be no voting by proxy.

On and after October 1, 1982, each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted in any convention. There shall be no voting by proxy.

PRESENT PROVISIONS

CONSTITUTION

Article X, Section 5

Section 5. Each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted in any convention, except as prescribed in the Bylaws and related to the election of specified representatives as delineated in Article VIII of the Constitution. There shall be no voting by proxy.

ARTICLE VII

Part 4-A

Amend Article VII, Section 1, of the Bylaws of Kiwanis International by inserting the words "and on and after October 1, 1983, by nine (9) members of the Board" after the word "Board" in the fourth line. The section, as amended, would then read as follows:

Section 1. The Board of Trustees of Kiwanis International shall meet at such times and places as may be determined by action of the Board, by call of the President, or by the written request of seven (7) members of the Board, and on and after October 1, 1983, by nine (9) members of the Board, provided that there shall be at least three meetings each year, the first within ninety (90) days after the close of the Annual Convention of Kiwanis International, the second in connection with the first meeting of the International Council, and the third within three (3) days prior to the first session of the Annual Convention, provided that in any year in which no Annual Convention is held the dates of the three (3) Board meetings herein described shall be determined by the President with the approval of the Board. A written notice of the time and place of all meetings of the Board of Trustees shall be mailed to each Trustee by the Secretary not less than ten (10) days prior to said meeting.

Part 4-B

Amend Article VII, Section 3, of the Bylaws of Kiwanis International by inserting the words "and on and after October 1, 1983, eleven (11) members" after the words "Nine (9) members." The section, as amended, would then read as follows:

Section 3. Nine (9) members, and on and after October 1, 1983, eleven (11) members, of the Board of Trustees shall constitute a quorum for the transaction of all business, except in cases where a larger vote is required under the Constitution or these Bylaws.

PRESENT PROVISIONS

BYLAWS

Article VII, Section 1

Board of Trustees

Section 1. The Board of Trustees of Kiwanis International shall meet at such times and places as may be determined by action of the Board, by call of the President, or by the written request of seven (7) members of the Board; provided that there shall be at least three (3) meetings each year, the first within ninety (90) days after the close of the Annual Convention of Kiwanis International, the second in connection with the first meeting of the International Council, and the third within three (3) days prior to the first session of the Annual Convention; provided that in any year in which no Annual Convention is held the dates of the three (3) Board meetings herein described shall be determined by the President with the approval of the Board. A written notice of the time and place of all meetings of the Board of Trustees shall be mailed to each Trustee by the Secretary not less than ten (10) days prior to said meeting.

BYLAWS

Article VII, Section 3

Section 3. Nine (9) members of the Board of Trustees shall constitute a quorum for the transaction of all business, except in cases where a larger vote is required under the Constitution or these Bylaws.

Part 5-A

Amend Article XII, Section 3 g and (1), of the Bylaws of Kiwanis International by inserting an addition to Section 3 g and (1). Section 3 g and (1), as amended, would then read as follows:

g. Upon completion of organization as above outlined, the conference shall proceed to select candidates for the offices of President, President-elect, two (2) Vice-Presidents, Treasurer and Trustees of Kiwanis International to be submitted to the Annual Convention in accordance with the following provisions:

(1). The conference shall submit to the Annual Convention the name of the President-elect as the sole candidate for the office of President and shall submit all candidates suggested to the conference for the following offices: President-elect, two (2) Vice-Presidents, and Treasurer. Provided, however, if more than two (2) candidates are suggested to the conference for either the office of President-elect or the office of Treasurer, or more than four (4) candidates for the two (2) offices of Vice-President, the conference shall ballot, each delegate casting one (1) vote for one (1) candidate for each such office separately, and in such vote the two (2) candidates receiving the highest number of votes for the office of President-elect, or the office of Treasurer, and the four (4) candidates receiving the highest number of votes for the two (2) offices of Vice-President shall be submitted by the conference to the Annual Convention.

Commencing with the 1986 Annual Convention, Section 3 g and (1) shall read as follows:

g. Upon completion of the organization as above outlined, the conference shall proceed to select candidates for the offices of President, President-elect, three (3) Vice-presidents, and Trustees of Kiwanis International to be submitted to the Annual Convention in accordance with the following provisions.

(1) The conference shall submit to the Annual Convention the name of the President-elect as the sole candidate for the office of President, and shall submit all candidates suggested to the conference for the office of President-elect and the three (3) offices of Vice-president. Provided, however, if more than three (3) candidates are suggested to the conference for the office of President-elect, or more than five (5) candidates for the three (3) offices of Vice-president, the conference shall ballot, each delegate shall cast one (1) vote for one (1) candidate for each such office separately, and in such vote the three (3) candidates receiving the highest number of votes for the office of President-elect, and the five (5) candidates receiving the highest number of votes for the three (3) offices of Vice-president shall be submitted by the conference to the Annual Convention.

-10-ARTICLE XII

Part 5-A REVISED

Amend Article XII, Section 3 g and (1), of the Bylaws of Kiwanis International by inserting an addition to Section 3 g and (1). Section 3 g and (1), as amended, would then read as follows:

g. Upon completion of organization as above outlined, the conference shall proceed to select candidates for the offices of President, President-elect, two (2) Vice-Presidents, Treasurer and Trustees of Kiwanis International to be submitted to the Annual Convention in accordance with the following provisions:

(1). The conference shall submit to the Annual Convention the name of the President-elect as the sole candidate for the office of President and shall submit all candidates suggested to the conference for the following offices: President-elect, two (2) Vice-Presidents, and Treasurer. Provided, however, if more than two (2) candidates are suggested to the conference for either the office of President-elect or the office of Treasurer, or more than four (4) candidates for the two (2) offices of Vice-President, the conference shall ballot, each delegate casting one (1) vote for one (1) candidate for each such office separately, and in such vote the two (2) candidates receiving the highest number of votes for the office of President-elect, or the office of Treasurer, and the four (4) candidates receiving the highest number of votes for the two (2) offices of Vice-President shall be submitted by the conference to the Annual Convention.

Commencing with the 1986 Annual Convention, Section 3 g and (1) shall read as follows:

g. Upon completion of the organization as above outlined, the conference shall proceed to select candidates for the offices of President, President-elect, two (2) Vice-presidents, and Trustees of Kiwanis International to be submitted to the Annual Convention in accordance with the following provisions.

(1) The conference shall submit to the Annual Convention the name of the President-elect as the sole candidate for the office of President, and shall submit all candidates suggested to the conference for the office of President-elect and the two (2) offices of Vice-president. Provided, however, if more than two (2) candidates are suggested to the conference for the office of President-elect, or more than five (5) candidates for the two (2) offices of Vice-president, the conference shall ballot, each delegate shall cast one (1) vote for one (1) candidate for each such office separately, and in such vote the two (2) candidates receiving the highest number of votes for the office of President-elect, and the five (5) candidates receiving the highest number of votes for the two (2) offices of Vice-president shall be submitted by the conference to the Annual Convention.

Part 5-B

PRESENT PROVISIONS

Amend Article XII, Section 3 g (2), of the Bylaws of Kiwanis International by inserting an addition to Section 3 g (2). Section 3 g (2), as amended, would then read as follows:

BYLAWS

Article XII, Section 3 g (2)

(2). The conference shall next proceed to consideration of candidates for the office of Trustee.

The Secretary of Kiwanis International shall have submitted to the conference upon its convening his certification of the number of Trustees to be elected by the current Annual Convention.

(a). For representation from the United States Districts, the conference shall submit to the Annual Convention all candidates for the office of Trustee suggested to it up to such number so certified by the Secretary plus three (3). In the event a lesser number is suggested to it, such number shall be submitted. If more candidates than such number plus three (3) are suggested to the conference, then the conference shall ballot, each delegate casting one (1) vote for one (1) candidate for each such office separately, and those candidates equaling the number of Trustees to be elected by the Annual Convention plus three (3) who receive the highest number of votes shall be submitted by the conference to the Annual Convention. In the event of the necessity for election of a Trustee for a one-year term (as in Section 11, following) the conference must submit at least one (1) candidate for each such one-year term but not more than two (2) candidates for each such one-year term.

(b). For the European Federation representation, the conference shall submit to the Annual Convention for election the candidate for the office of Trustee who has been certified to the Secretary of Kiwanis International by the President of the European Federation in accordance with the action taken by the Federation Board. In the event of the necessity for election of a Trustee for a one-year term (as in Section 11, following) the conference shall submit the candidate who has been certified to the Secretary of Kiwanis International by the President of the European Federation in accordance with the action taken by the Federation Board.

(c). For representation from a Canadian district, the conference shall submit to the annual convention for election the candidate for the office of Trustee who has been certified to the Secretary of Kiwanis International by the Board of Trustees of that district. In the event of the necessity for election of a Trustee for a one-year term (as in Section 11, following), the conference shall submit the candidate who has been certified to the Secretary of Kiwanis International by the Board of Trustees of the appropriate Canadian district.

(2). The conference shall next proceed to consideration of candidates for the office of Trustee.

The Secretary of Kiwanis International shall have submitted to the conference upon its convening his certification of the number of Trustees to be elected by the current Annual Convention.

(a). For representation from the United States Districts, the conference shall submit to the Annual Convention all candidates for the office of Trustee suggested to it up to such number so certified by the Secretary plus three (3). In the event a lesser number is suggested to it, such number shall be submitted. If more candidates than such number plus three (3) are suggested to the conference, then the conference shall ballot, each delegate casting one (1) vote for one (1) candidate for each such office separately, and those candidates equaling the number of Trustees to be elected by the Annual Convention plus three (3) who receive the highest number of votes shall be submitted by the conference to the Annual Convention. In the event of the necessity for election of a Trustee for a one-year term (as in Section 11, following) the conference must submit at least one (1) candidate for each such one-year term but not more than two (2) candidates for each such one-year term.

(b). For the European Federation representation, the conference shall submit to the Annual Convention for election the candidate for the office of Trustee who has been certified to the Secretary of Kiwanis International by the President of the European Federation in accordance with the action taken by the Federation Board. In the event of the necessity for election of a Trustee for a one-year term (as in Section 11, following) the conference shall submit the candidate who has been certified to the Secretary of Kiwanis International by the President of the European Federation in accordance with the action taken by the Federation Board.

(c). For representation from a Canadian district, the conference shall submit to the annual convention for election the candidate for the office of Trustee who has been certified to the Secretary of Kiwanis International by the Board of Trustees of that district. In the event of the necessity for election of a Trustee for a one-year term (as in Section 11, following), the conference shall submit the candidate who has been certified to the Secretary of Kiwanis International by the Board of Trustees of the appropriate Canadian district.

Commencing with the 1983 Annual Convention, Section 3 g (2) shall read as follows:

(2) The conference shall next proceed to consideration of candidates for the office of Trustee.

The Secretary of Kiwanis International shall have submitted to the conference upon its

(continued)

convening his certification of the number of Trustees to be elected by the current Annual Convention, together with the names of those members who have previously consented in writing to be a candidate.

The conference shall submit to the Annual Convention all candidates for the office of Trustee suggested to it, except that in the event that more than two (2) candidates for each Trustee office to be filled are suggested, then the conference shall ballot, each delegate shall cast one ballot upon which he shall vote for one (1) candidate for each Trustee office to be filled, and those candidates equalling twice the number of Trustees to be elected who receive the highest number of votes shall be submitted by the conference to the Annual Convention.

Part 5-C

Amend Article XII, Section 3 g (3) of the Bylaws of Kiwanis International by deleting the entire present Section 3 g (3) and substituting a new Section 3 g (3), as follows:

BYLAWS

Article XII, Section 3 g (3)

(3). No person shall be suggested to the conference as a candidate for any office without the consent of such person having first been obtained, and at and after the 1983 Annual Convention, the eligibility of his district established.

(3). No person shall be suggested to the conference as a candidate for any office without the consent of such person having first been obtained.

Part 5-D

PRESENT PROVISIONS

BYLAWS

Article XII, Section 3 i

Amend Article XII, Section 3 i of the Bylaws of Kiwanis International by inserting an addition to the present section. Section 3 i, as amended, would then read as follows:

i. When the nomination of candidates for the offices of Kiwanis International shall become the order of business of the Annual Convention, the report of the conference shall be presented by the Secretary of Kiwanis International and such report shall constitute the nominations for the offices of President, President-elect, Vice-Presidents, Treasurer and Trustees. They shall be nominated and voted upon in the following order: President, President-elect, Vice-Presidents, Treasurer, and Trustees.

i. When the nomination of candidates for the offices of Kiwanis International shall become the order of business of the Annual Convention, the report of the conference shall be presented by the Secretary of Kiwanis International and such report shall constitute the nominations for the offices of President, President-elect, Vice-Presidents, Treasurer and Trustees. They shall be nominated and voted upon in the following order: President, President-elect, Vice-Presidents, Treasurer, and Trustees.

At and after the 1986 Annual Convention, when the nomination of candidates for the offices of Kiwanis International shall become the order of business of the Annual Convention, the report of the conference shall be presented by the Secretary of Kiwanis International and such report shall constitute the candidates for the nominations for the offices of President, President-elect, Vice-Presidents, and Trustees. They shall be nominated and voted upon in the following order: President, President-elect, Vice-Presidents, and Trustees.

Part 5-E

Amend Article XII, Section 3 j of the Bylaws of Kiwanis International by deleting the entire present Section 3 j, and substituting a new Section 3 j, as follows:

BYLAWS

Article XII, Section 3 j

j. Except as otherwise provided in these Bylaws, nothing contained in this section shall be construed as limiting the right to make further nominations from the floor of the convention, provided the written consent of persons so nominated has been obtained and submitted to the Secretary of Kiwanis International and at and after the 1983 Annual Convention, the eligibility of his district established.

j. Except, as otherwise provided in these Bylaws, nothing contained in this section shall be construed as limiting the right to make further nominations from the floor of the convention, provided the written consent of persons so nominated has been obtained.

Part 5-F

PRESENT PROVISIONS

Amend Article XII, Section 6, of the Bylaws of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

BYLAWS

Article XII, Section 6

Section 6. A majority of all votes cast shall be necessary for the election of the President, the President-elect, the Vice-Presidents, and the Treasurer. In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the President 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.

Section 6. A majority of all votes cast shall be necessary for the election of the President, the President-elect, the Vice-Presidents, and the Treasurer. In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the President 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.

At and after the 1983 Annual Convention, the nominees for the offices of the President, the President-elect, the Vice-Presidents and the Treasurer (during the time when there is the elected office of Treasurer) receiving the highest number of votes for those offices respectively shall be declared elected.

Part 5-G

PRESENT PROVISIONS

Amend Article XII, Section 8, of the Bylaws of Kiwanis International by inserting an addition to the present sections 8 a and b. The entire Section 8, as amended, would read as follows:

BYLAWS

Article XII, Section 8

Section 8. a. The nominee for the office of Trustee from the European Federation shall be presented to the delegate body in the report of the Conference on Nominations and shall be declared by the President elected to the Board of Trustees, as of the following October first. Delegates from the clubs in the European Federation shall not be eligible to vote for Trustee candidates from other areas.

b. The nominee for the office of Trustee from each of the two (2) Canadian Districts as presently constituted, including all areas attached thereto, shall be presented to the delegate body in the report of the Conference on Nominations and shall be declared by the President elected to the Board of Trustees, as of the following October first. Delegates from the clubs in said Canadian Districts shall not be eligible to vote for Trustee candidates from other areas.

Effective September 30, 1982, Sections 8 a and b shall be deleted from these Bylaws and the subsequent sections renumbered.

Section 8. a. The nominee for the office of Trustee from the European Federation shall be presented to the delegate body in the report of the Conference on Nominations and shall be declared by the President elected to the Board of Trustees, as of the following October first. Delegates from the clubs in the European Federation shall not be eligible to vote for Trustee candidates from other areas.

b. The nominee for the office of Trustee from each of the two (2) Canadian Districts as presently constituted, including all areas attached thereto, shall be presented to the delegate body in the report of the Conference on Nominations and shall be declared by the President elected to the Board of Trustees, as of the following October first. Delegates from the clubs in said Canadian Districts shall not be eligible to vote for Trustee candidates from other areas.

Part 5-H

PRESENT PROVISIONS

Amend Article XII, Section 9, of the Bylaws of Kiwanis International by inserting an addition to the present section. The entire Section 9 would then read as follows:

BYLAWS

Article XII, Section 9

Section 9. The nominees for Trustees for regular two-year terms, except those whose election has been provided for in Section 8 above, receiving the highest number of votes shall be declared elected, provided no ballot for Trustee shall be counted whereon it appears that the elector has voted for a greater or lesser number of nominees than there are possible vacancies to be filled. All following Sections in this Article involve only the nominees designated in this section.

Section 9. The nominees for Trustees for regular two-year terms, except those whose election has been provided for in Section 8 above, receiving the highest number of votes shall be declared elected, provided no ballot for Trustee shall be counted whereon it appears that the elector has voted for a greater or lesser number of nominees than there are possible vacancies to be filled. All following Sections in this Article involve only the nominees designated in this section.

Commencing with the 1983 Annual Convention, the entire Section 9 would then read as follows:

The procedure for the election of Trustees, including any vacancy which may occur by reason of the election of a Trustee to some other office and/or any vacancy occurring in the office of Trustee necessitating the election of a Trustee to fill an unexpired term, shall be as follows:

- a. The presiding officer shall announce to the convention the total number of Trustees to be elected for the three-year term, for the two-year term and the one-year term, including any vacancy or vacancies.
- b. The delegates shall vote for the total number to be elected, no more or no less. No ballot shall be counted whereon it appears that the elector has voted for a greater or lesser number of nominees than are possible Trustees to be elected.
- c. The nominees receiving the largest number of votes cast shall be declared elected Trustees for the announced number of three-year terms, those nominees receiving the next largest number of votes cast respectively shall be declared elected Trustees for the announced number of two-year terms; and those nominees receiving the next largest number of votes cast respectively shall be declared elected Trustees for the announced number of one-year terms.

Part 5-I

PRESENT PROVISIONS

Amend Article XII, Section 10, of the Bylaws of Kiwanis International by inserting an addition to the present entire section. The entire Section 10, as amended, would read as follows:

BYLAWS

Article XII, Section 10

Section 10. In the event that a vacancy occurs in the Board of Trustees by reason of the election of a Trustee to some other office, such vacancy or vacancies shall be filled as follows:

a. The presiding officer shall announce to the convention the total number of Trustees to be elected for the two-year term. He shall also announce the vacancy, or vacancies, to be filled, if any.

b. The delegates shall then vote for the number of Trustees to be elected for the two-year term, no more and no less.

c. Trustees shall be elected by the vote of the delegates present and voting, and the nominees receiving the largest number of votes so cast shall be declared elected Trustees for the announced number of two-year terms, and those nominees receiving the next largest number of votes respectively shall be declared elected Trustees to fill the remaining vacancy or vacancies, if any, occurring during the election.

Effective September 30, 1982, Sections 10 a, b, and c shall be deleted from these Bylaws and the subsequent sections renumbered.

Section 10. In the event that a vacancy occurs in the Board of Trustees by reason of the election of a Trustee to some other office, such vacancy or vacancies shall be filled as follows:

a. The presiding officer shall announce to the convention the total number of Trustees to be elected for the two-year term. He shall also announce the vacancy, or vacancies, to be filled, if any.

b. The delegates shall then vote for the number of Trustees to be elected for the two-year term, no more and no less.

c. Trustees shall be elected by the vote of the delegates present and voting, and the nominees receiving the largest number of votes so cast shall be declared elected Trustees for the announced number of two-year terms, and those nominees receiving the next largest number of votes respectively shall be declared elected Trustees to fill the remaining vacancy or vacancies, if any, occurring during the election.

Part 5-J

PRESENT PROVISIONS

Amend Article XII, Section 11, of the Bylaws of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

BYLAWS

Article XII, Section 11

Section 11. In case of any vacancy or vacancies occurring in the Board of Trustees during the first year of a two-year term, thus necessitating the election of a Trustee at the next International Convention for a one-year term, the Secretary of Kiwanis International shall inform all district governors and the European Federation President, that an election for the said one-year term will be held at the first International Convention after the vacancy has been created, and that nominations may be submitted in accordance with procedures outlined in Section 3 g(2) in this Article, such nominations to be presented to the Annual Convention by the Conference on Nominations. The delegates shall then vote for the number of Trustees to be elected for the one-year term.

Section 11. In case of any vacancy or vacancies occurring in the Board of Trustees during the first year of a two-year term, thus necessitating the election of a Trustee at the next International Convention for a one-year term, the Secretary of Kiwanis International shall inform all district governors and the European Federation President, that an election for the said one-year term will be held at the first International Convention after the vacancy has been created, and that nominations may be submitted in accordance with procedures outlined in Section 3 g(2) in this Article, such nominations to be presented to the Annual Convention by the Conference on Nominations. The delegates shall then vote for the number of Trustees to be elected for the one-year term.

Commencing with the 1983 Annual Convention, Section 11 would then read as follows:

In case of any vacancy or vacancies occurring in the office of Trustee during the first year of a two-year term, or the first or second year of a three-year term, thus necessitating the election of a Trustee at the next Annual Convention for said one-year or two-year term, the Secretary of Kiwanis International shall inform the District Governors of all districts eligible to present a candidate for Trustee that nominations may be submitted in accordance with the procedures outlined in Section 3 g(2) of this Article, such nominations to be presented to the Annual Convention by the Conference on Nominations.

Part 6

PRESENT PROVISIONS

Amend Article XIII, Section 5, of the Bylaws of Kiwanis International by inserting an addition to the present section. The section, as amended, would read as follows:

BYLAWS

Article XIII, Section 5

Section 5. When, due to election results, the European Federation is not represented on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the said Federation shall certify to the Secretary of Kiwanis International the name of its nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of two (2) years.

When, due to election results, a Canadian district does not have the specified representation on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the Board of Trustees of that Canadian district shall certify to the Secretary of Kiwanis International the name of the nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of two (2) years.

Effective September 30, 1982, this Section 5 shall be deleted from these Bylaws and the subsequent sections renumbered.

Section 5. When, due to election results, the European Federation is not represented on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the said Federation shall certify to the Secretary of Kiwanis International the name of its nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of two (2) years.

When, due to election results, a Canadian district does not have the specified representation on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the Board of Trustees of that Canadian district shall certify to the Secretary of Kiwanis International the name of the nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of two (2) years.

TRUSTEE	TRUSTEE	TRUSTEE	TRUSTEE	TRUSTEE
TRUSTEE	TRUSTEE	TRUSTEE	TRUSTEE	TRUSTEE
TRUSTEE	TRUSTEE	TURSTEE	TRUSTEE	TRUSTEE

V. PRESIDENT V. PRESIDENT

TREASURER

PRESIDENT ELECT

PRESIDENT

PAST PRESIDENT

	YEARS OF INELIGIBILITY		
	1	2	3
DISTRICTS	43	43	43
BOARD SIZE	<u>21</u>	<u>21</u>	<u>21</u>
NOT ON BOARD	22	22	22
NOT ELIGIBLE	<u>5</u>	<u>10</u>	<u>15</u>
ELIGIBLE FOR CANDIDATE	17	12	7
DISTRICTS	43	43	43
BOARD SIZE	<u>20</u>	<u>20</u>	<u>20</u>
NOT ON BOARD	23	23	23
NOT ELIGIBLE	<u>5</u>	<u>10</u>	<u>15</u>
ELIGIBLE FOR CANDIDATE	18	13	8
DISTRICTS	43	43	43
BOARD SIZE	<u>19</u>	<u>19</u>	<u>19</u>
NOT ON BOARD	24	24	24
NOT ELIGIBLE	<u>5</u>	<u>10</u>	<u>15</u>
ELIGIBLE FOR CANDIDATE	19	14	9
NORTH AMERICAN DISTRICTS	30	30	30
TOTAL BOARD FROM HERE	<u>21 20 19</u>	<u>21 20 19</u>	<u>21 20 19</u>
	9 10 11	9 10 11	9 10 11
NOT ELIGIBLE	<u>5 5 5</u>	<u>10 10 10</u>	<u>15 15 15</u>
	4 5 6	- 1 0 1	-6 -5 -4

REPORT OF THE TREASURERTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESApril 25-29, 1980

The statement of financial position at March 31, 1980 indicates that we have Current Assets of \$1,035,002 and fixed assets of \$1,566,711 less Accumulated Depreciation of \$450,491 for a total Net Fixed Assets of \$1,116,220. These Assets, both Fixed and Current, total \$2,151,222. Against these Assets we have Liabilities, all current in nature totaling \$434,678, leaving this organization a Net Worth position of \$1,716,544 in Unrestricted Operating Funds.

We have in addition, Board Committed Reserves of \$668,826 for a total Net Worth in all funds of \$2,385,370. This compares to a total Net Worth of \$2,105,802 at March 31, 1979.

Our investments from our total Net Worth in Short-Term Certificates of Deposits are \$229,390, and STAM Accounts of \$494,000. Bank Savings Accounts totaling \$295, and a checking account bank balance of \$103,499 provides a total cash position of \$827,184.

Respectfully submitted,

E.B. "Mac" McKittrick
Chairman

EBM:ls

GL430

KIWANIS INTERNATIONAL
STATEMENT OF FINANCIAL POSITIONS

MARCH 1990

UNRESTRICTED FUNDS:	---1990---	---1979---
CURRENT ASSETS:		
CASH	103,499	23,533-
SHORT TERM INVESTMENTS	117,190	75,000
ACCOUNTS RECEIVABLE	340,643	367,431
DOUBTFUL ACCOUNTS	37,000-	30,000-
INVENTORIES	366,092	365,675
ACCRUED INTEREST	2,381	0
PREPAID EXPENSES	40,266	40,456
PREPAID LIABILITY INSURANCE	0	0
DEPOSITS	81,701	72,472
ADVANCES	20,240	17,496
TOTAL CURRENT ASSETS	1,035,002	884,997
CURRENT LIABILITIES:		
ACCOUNTS PAYABLE	134,459	164,015
ACCRUALS	130,242	75,671
AMOUNT DUE TO/(FROM) RESERVE	52,331	7,842
DEFERRED INCOME	117,646	62,083
TOTAL CURRENT LIABILITIES	434,678	309,611
WORKING CAPITAL:	600,324	575,386
FIXED ASSETS:		
LAND, BUILDING, FURNITURE, EQUIP.	1,566,711	1,303,795
LESS: ACCUMULATED DEPRECIATION	450,491	390,136
TOTAL FIXED ASSETS	1,116,220	913,659
OTHER ASSETS:		
DEFERRED COMPENSATION	58,500	51,000
OTHER LIABILITIES:		
DEFERRED COMPENSATION	58,500	51,000
TOTAL UNRESTRICTED FUNDS	1,716,544	1,489,045
RESERVE FUNDS:		
FUNDED	387,076	350,162
BUILDING EXPANSION	281,750	266,595
TOTAL RESERVE FUNDS	668,826	616,757
TOTAL ALL FUNDS (NET ASSETS)	2,385,370	2,105,802

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

April 25-29, 1980

Date of Committee Meeting: April 25, 1980

Place of Committee Meeting: General Office

Present: Members - Merald T. Enstad, Raymond W. Lansford,
Drew M. Petersen, M.D.
Chairman- E. B. "Mac" McKittrick
Staff - R. P. Merridew, William H. Jepson,
Jeffery A. McNary, Larry J. Smolecki

The committee received the 1979-80 budget additions caused by requests from committees during the January Board meeting. Those adjustments reduced the budget bottom line to \$22,042.

Plans were completed to require all Board Committees to document all budget requests in a formal manner during this meeting for referral to the Finance Committee.

The Committee reviewed a referral from the Club Service Committee which requested all items billed to the Argentina clubs prior to the second half of 1977-78 be waived, provided that the clubs pay the balance of all obligations due Kiwanis International from the second half of 1977-78 to the present on or before June 30, 1980.

The Committee reviewed the list of Argentina clubs affected by this request.

Recommendation #1:

The Committee recommends that accounts receivable for the following clubs be written off -

Buenos Aires	\$748.75
Rosario	\$231.00
Moron	\$893.80

provided the clubs pay the balance of all financial obligations to Kiwanis International owed as of April 1, 1980, prior to June 30, 1980. The Finance Department was directed to notify the affected clubs.

I move that recommendation 1 be adopted.

(Adopted)

The Committee took no action on the request from the Membership Committee for a new budget item of \$1,350.00 for the Award Display Program. The Committee accepted as information the budget adjustments for fiscal year 1979-80.

The Committee accepted the progress report of the Finance Department, which reads as follows: "Each unit budget manager was provided complete information concerning his 1979-80 budget. Also the budget managers were taught how to use information contained in the general ledger and the comparative monthly statement for the preparation of variance reports.

The volume of "rush" checks which are produced manually has been significantly reduced. The staff has been informed of the production schedule for checks processed by the Data Processing Department. Once each week we process requests for payment and issue checks. Therefore, it should be an unusual situation which would warrant a need for a check to be produced manually. This change in procedure has been implemented successfully.

The financial report is now produced mechanically. By having this new Electronic Data Processing capacity we have been able to stabilize the accuracy of the financial reports.

Three savings accounts which were of minimum value to Kiwanis International have been closed. The funds from these accounts were deposited in our checking account with the Continental Bank and were subsequently deposited into our STAM account with the Continental Bank.

The cash flow of our daily operation has been stabilized. Current minimum deposits have been established with each of the banks which Kiwanis International deals with. The checks for payment to our creditors are now released on a timely basis."

The Committee received the report requesting financial relief for Kiwanis clubs. (See Exhibit A)

Recommendation #2:

The Committee recommends that the accounts receivable in the amount of \$1,984.86 as listed in Exhibit A be written off.

I move that Recommendation 2 be adopted.

(Adopted)

The Committee received the report noting the closing of accounts with Continental Bank. (See Exhibit B) - The Committee accepted the report as information.

The Committee reviewed the 1980-81 budget proposals report and noted that an overall reduction of 5% was necessary to produce a balanced budget. A memo outlining this necessity was issued to each Board Committee Chairman.

The Committee reviewed the report requesting 1979-80 budget modifications. (See Exhibit C) The Committee referred the budget modifications to the appropriate Board Committees.

The Committee received the report on the semi-annual billing of International dues and magazine subscriptions and accepted the report as information. (See Exhibit D)

The Committee received the auditors report for Kiwanis International- Europe. The Committee accepted the report as information. (See Exhibit E)

The Committee received the Financial Electronic Data Processing update report and accepted the report as information. (See Exhibit F)

The Committee received the Secretary's Contingent Fund Report. (See Exhibit G)

Recommendation #3:

The Committee recommends that the report be accepted and reimbursement of \$1,800 be paid to the Secretary.

I move that Recommendation 3 be adopted.

(Adopted)

The Committee received the report of the International Secretary concerning dental insurance for the employees of Kiwanis International. (See Exhibit H)

Recommendation #4:

The Committee recommends that the carrier for the improved insurance benefits for employees be changed from Kemper Insurance, as approved at our last meeting, to Blue Cross/Blue Shield. (See Exhibit H)

I move that Recommendation 4 be adopted.

(Adopted)

The Committee reviewed salary adjustments as recommended by Secretary Reg and was in complete agreement with them.

The Committee received the report on the proposed 1980-81 budget. This report shows a \$67,666 surplus position.

Surplus position	\$ 67,666
Reserve fund for possible salary adjustments	\$206,483
	<hr/>
	\$139,817
Reductions reported	\$ 49,151
	<hr/>
Deficit	\$ 90,666
01-110-04 Charter Presentation- District Governors	\$ 31,740
	<hr/>
	\$ 58,926
Presidential Gift for VIP's 04-158-05	\$ 5,000
	<hr/>
Present deficit position	\$ 63,926

The Committee recommends the approval of the 1980-81 budget be delayed until the June 1980 meeting. The Committee also recommends that the committee chairman and staff continue work on the 1980-81 budget proposal and adjust the budget requests so that the budget is balanced.

The Committee requests that Kiwanis International employ a new auditing firm. The firm selected should meet the following criteria:

1. The firm should be cognizant in the service organization field.
2. The firm should have a tax specialist.
3. The firm should be knowledgeable in the electronic data processing field.
4. The firm should be a regional firm with a staff of not less than 25 members.

Recommendation #5:

The Committee recommends that proposals be obtained from at least three auditing firms for consideration by the Board at the June 1980 meeting.

I move that Recommendation 5 be adopted.

(Adopted)

The Committee received the report from the Accounting Committee concerning the purchase of a fire-proof file for the Finance Department.

Recommendation #6:

The Committee recommends that the Finance Department be authorized to purchase a fire-proof safe for the safe-keeping of Kiwanis International's funds and documents. This expenditure is to come from capital funds.

I move that Recommendation 6 be adopted.

(Adopted)

The Committee received the report of the Finance Department with regards to the management of accounts receivable.

The Committee reviewed the matter of reimbursement for expenses incurred by Board members in behalf of Kiwanis International.

Recommendation #7:

The Committee recommends that reimbursement for transportation costs be the same as current Board Policy permits (portal to portal); that out-of-pocket hotel room costs be reimbursed on the basis of the standard room rate for the hotel where the meeting is held; that a policy be established whereby Board members are encouraged to double up, when possible, to reduce costs; that the per diem will be paid at the rate of:

\$25 per day	Trustees and other officers
\$35 per day	President or President-designate
\$60 per day	President or President-designate - wife present;

that Past Presidents are to be included in this policy the same as Trustees; and that this change in policy becomes effective May 1, 1980.

I move that Recommendation 7 be adopted.

(Adopted)

Simultaneous translations in French and Spanish will be necessary at the Anaheim International Convention. The initial bid represents a cost of \$12,000: \$7,000 for equipment and \$5,000 for translators. Secretary Reg will be searching for less expensive arrangements, but in the event none can be found, the amount of \$12,000 is requested for budgetary purposes.

The Convention Committee referred to the Finance Committee that Kiwanis International purchase two 2-way radios.

Recommendation # 8:

The Committee recommends the purchase of two reconditioned 2-way radios at a cost not to exceed \$795 each from capital expenditures.

I move that Recommendation #8 be adopted.

(Adopted)

Recommendation #9:

The Committee recommends that Jeffery McNary, Acting Director of Finance, and P. N. "Pete" Hanly, Executive Director, be added to the list of authorized signing officers, effective May 1, 1980.

I move that Recommendation 9 be adopted.

(Adopted)

Respectfully submitted,

MERALD T. ENSTAD

RAYMOND W. LANSFORD

DREW M. PETERSEN, M.D.

E. B. "Mac" MCKITRICK, Chairman

EXHIBIT A

KIWANIS CLUB OF UPPER TRELOWNY, ALBERT TOWN JAMAICA	\$394.50
KIWANIS CLUB OF BASTROP, TEXAS	214.20
KIWANIS CLUB OF WADE HAMPTON, GREENVILLE, SOUTH CAROLINA	395.65
KIWANIS CLUB OF WIMBLETON, TENNESSEE	154.50
KIWANIS CLUB OF BAYUGAN, PHILIPPINES	512.67
KIWANIS CLUB OF BACOLOD CITY, PHILLIPINES	313.34
	<hr/>
TOTAL	\$1,984.86

EXHIBIT B

KIWANIS INTERNATIONAL FUNDED RESERVE	#936371	\$137.87
KIWANIS INTERNATIONAL FUNDED RESERVE	#537521	78.25
KIWANIS INTERNATIONAL EXPANSION RESERVE	#936637	78.97
TOTAL		<hr/> \$295.09

ADVERTISING DEPARTMENT

Request \$5,000.00 to be added to the 09-186
Major line commissions. For commissions,national.

Convention - add \$600.00 for Convention script-
typist.

01-108-08 Standard Form for district bylaws	\$ 815
02-101-01 Employee Salary	\$7,190.
03-107-10 Delaware Apartment	\$4,500.
03-199-01 Employee continuing education	\$2,025
03-201-01 Supply move - construction material	\$1,000.
03-201-02 transportation	\$3,500.
03-201-03 cleaning material	\$ 100
purolator carrier	\$ 850

13-100-03 Salary - Employee Salary	\$8,500.
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\$25.00 Monthly car allowance for Manager Production Supplies

SEMI-ANNUAL BILLING SUMMARY

MEMBERS BILLED FOR MEMBERSHIP DUES

283,323 @ 4.00	1,133,292.00
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Members billed for Magazine Subscriptions

275,038 @ 2.25	618,835.50
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TOTAL BILLED

1,752,127.50

TOUCHE ROSS & CO. A.G.

ZURICH - SWITZERLAND

KIWANIS INTERNATIONAL-EUROPE

AUDITORS' REPORT

to the Board of Trustees

As auditors of KIWANIS INTERNATIONAL-EUROPE, Zurich, we have examined the balance sheet as of September 30, 1979, and the statement of receipts and expenditures for the year then ended in accordance with article XI, section 2, and article XII, section 1, of the bylaws.

We have determined that

- the balance sheet and statement of receipts and expenditures are in agreement with the books,
- the books of account have been properly kept,
- the financial position and the results of operations are presented in accordance with the principles of evaluation prescribed by the law and the requirements of the bylaws.

Based on the results of our examination we recommend that the financial statements submitted to you be approved.

Zurich, January 18, 1980

TOUCHE ROSS & CO. A.G.

Enclosures:

- Balance sheet as of September 30, 1979
- Statement of receipts and expenditures for the year then ended
- Notes to financial statements

Handwritten signatures of Touche Ross & Co. A.G.

TOUCHE ROSS & CO. A.G.
ZURICH - SWITZERLAND

KIWANIS INTERNATIONAL-EUROPE, ZURICH

BALANCE SHEET AS OF SEPTEMBER 30, 1979

ASSETS

CURRENT ASSETS:	Sw.Fr.	Sw.Fr.
Cash		142'088.11
Amounts due from KIWANIS INTERNATIONAL (Note 3)		52'214.36
Accounts receivable:		
International dues, less allowance for doubtful accounts of Sw.Fr. 6'857.50	16'439.25	
Membership fees	2'660.--	
Club items	8'020.65	
Convention account	3'275.75	
Other	<u>2'055.--</u>	32'450.65
Convention fund net assets (Note 2)		<u>54'116.35</u>
TOTAL CURRENT ASSETS		280'869.47
FURNITURE AND EQUIPMENT		1.--
		<u>280'870.47</u>
		=====

TOUCHE ROSS & CO. A.G.
ZURICH - SWITZERLAND

KIWANIS INTERNATIONAL-EUROPE, ZURICH

LIABILITIES AND FUNDS

LIABILITIES

Sw.Fr.

Sw.Fr.

Accounts payable	56'956.18	
Accrued expenses	19'250.--	
Imprest loan from KIWANIS INTERNATIONAL	<u>30'000.--</u>	<u>106'206.18</u>

FUND AND RESERVE BALANCES

NON-DESIGNATED FUND BALANCE:

October 1, 1978	26'255.--	
Excess of receipts over expenditures for the year	<u>37'292.94</u>	
September 30, 1979		63'547.94

DESIGNATED FUNDS:

Convention fund (Note 2)		54'116.35
Renewal fund (Note 1)		41'000.--
RESERVE FOR CURRENCY FLUCTUATION		<u>16'000.--</u>
TOTAL FUND AND RESERVE BALANCES		<u>174'664.29</u>

280'870.47
=====

TOUCHE ROSS & CO. A.G.
ZURICH - SWITZERLAND

KIWANIS INTERNATIONAL-EUROPE, ZURICH

STATEMENT OF RECEIPTS AND EXPENDITURES

FOR THE YEAR ENDED SEPTEMBER 30, 1979

RECEIPTS:	Sw.Fr.	Sw.Fr.
Dues	235'213.80	
Charter fees	12'935.--	
Membership fees	1'000.--	
Interest income	1'381.65	
Profit on sale of stock	14'654.10	
Convention dues	21'866.--	287'050.55

EXPENDITURES:		
Salaries	76'813.90	
Social services	7'496.80	
Office rent	8'992.50	
Office equipment (Note 1)	2'217.20	
Office supplies	8'102.37	
Telephone	2'327.80	
Postage	5'965.70	
Literature	26'967.65	
Translations	1'303.10	
Bank charges	593.50	
Audit fees	5'775.--	
District counselor's travel	3'109.44	
KI-E Expansion	3'356.40	
KI-E President travel-Europe	3'849.25	
KI-E President travel-USA	5'295.30	
KI-E Nominee for I.Board-travel	3'250.--	
KI-E Board expense	24'316.41	
KI-E Governors meeting	6'918.55	
KI-E Representation expense	1'197.14	
KI-E Unclassified	438.95	
KI-E Contingent	947.90	
Convention expenses	21'866.--	221'100.86
		65'949.69

less:

Provision for currency fluctuation	16'000.--
Transfer to renewal fund (Note 1)	12'656.75

EXCESS OF RECEIPTS OVER EXPENDITURES 37'292.94
=====

TOUCHE ROSS & CO. A.G.

ZURICH - SWITZERLAND

KIWANIS INTERNATIONAL-EUROPE, ZURICH

NOTES TO FINANCIAL STATEMENTS

Note 1 - Renewal fund

Fixed assets are fully depreciated in the year of acquisition. The renewal fund is used for this purpose. The movements during the year were as follows:

	Sw.Fr.
Balance as of October 1, 1978	41'000.--
Acquisition of office equipment	(12'656.75)
	<u>28'343.25</u>
Increase of fund	<u>12'656.75</u>
Balance as of September 30, 1979	<u>41'000.--</u>

Note 2 - Convention fund

This fund is maintained by KIWANIS INTERNATIONAL-EUROPE for the purpose of financing of the yearly conventions. Net assets of the convention fund as of September 30, 1979, are:

	Sw.Fr.
Cash on hand	2'300.--
Cash on Bank accounts	57'678.75
Withholding tax receivable	13.35
	<u>59'992.10</u>
less: Accrued accounting fees	(2'600.--)
Current account, KI-E	(3'275.75)
	<u>54'116.35</u>
Net assets	<u>54'116.35</u>

Note 3 - Amounts due from KIWANIS INTERNATIONAL

The balance of the current account with KIWANIS INTERNATIONAL, Chicago, was composed of the following items as of September 30, 1979:

	Sw.Fr.	Sw.Fr.
<u>Receivable:</u>		
Deficiency of receipts over expenditures for the year ended September 30, 1979		
- Europe accounts	54'048.36	
Stock of club items sold to KI	<u>22'654.10</u>	76'702.46
<u>Payable:</u>		
Supply items	6'226.85	
Governor elect conference	15'611.35	
Mailing KIWANIS Magazine	<u>2'649.90</u>	<u>24'488.10</u>
Net balance receivable		<u>52'214.36</u>

TOUCHE ROSS & CO. A.G.

ZURICH - SWITZERLAND

To the
Board of Trustees of
KIWANIS INTERNATIONAL-EUROPE

Z u r i c h

CONVENTION FUND ACCOUNTS

Dear Sirs,

We are the auditors of KIWANIS INTERNATIONAL-EUROPE and as such reported on its financial statements for the year ended September 30, 1979. We have summarized the following information from the books and records of KIWANIS INTERNATIONAL-EUROPE which were reviewed by us during the aforementioned examination:

Sw.Fr.

Convention Innsbruck 1979:

Convention fund as of October 1, 1978 50'357.01

Total receipts 95'001.95

Interest on bank accounts 677.95

95'679.90

Total expenditures 91'920.56

Excess of receipts over expenditures of the
Innsbruck convention for the year 1978/79

3'759.34

Convention fund as of September 30, 1979 54'116.35

=====

Net assets of the convention fund:

Current account with UBS bank 12'271.20

Deposit account with UBS bank 45'407.55

57'678.75

Cash on hand

2'300.--

Withholding tax receivable

13.35

59'992.10

less: Accrued auditors' and accounting fees

2'600.--

Current account KI-E

3'275.75

Convention fund as of September 30, 1979 54'116.35

=====

TOUCHE ROSS & CO. A.G.

H.B. Thurnher *A. Weiler*

April 22, 1980

EXHIBIT F

PROGRESS REPORT ON AUTOMATION OF GENERAL LEDGER SYSTEM

At the January Board meeting, it was agreed that Data Processing would employ every effort to automate the financial reporting system. It was understood that Data Processing would first complete its commitment to the combined International and District semi-annual membership dues billing system, scheduled for March, 1980.

I am delighted to report that this new service is an overwhelming success. Earlier this month, at the annual district secretaries meeting, many districts reported early collection of dues revenue and membership information.

Personnel resources were provided for the implementation of automating the General Ledger system. To date, we have been unable to find a qualified Programmer/Analyst within our salary range. The entire Chicagoland area (especially in the downtown area) is experiencing a shortage of qualified programmers. We are continuing to interview, and hope to have a programmer soon. The following represents our progress to date in automating our financial records.

1. All income, expense and balance sheet reports are now completely generated by the computer. These reports are uniform in format, as opposed to the typewritten reports.
2. The composite statement of income and expense is also generated by the computer. Computerization of these reports is saving the accounting department considerable preparation time each month.
3. A completely new General Ledger maintenance system was needed to support the new financial reporting system. This maintenance system has been completely programmed and is in operation. This system provides for; 1) addition of new accounts, 2) budget adjustments, 3) loading of annual budget, 4) adjustment to various account information, such as account number and description and, 5) removal of inactive records.

As a matter of information, the previous General Ledger system contained 340 accounts. Our new system contains over 1100 accounts. We are now in the final states of documenting the maintenance system.

4. At the request of the Acting Finance Director, a new budget report was developed to provide each department manager with a computerized listing of budgets by account and month. This report is extremely helpful to department managers in providing up-to-date budget information.

5. Manual Accounting Functions. Several components of the General Ledger system are now manually prepared and processed each month by the Finance department. These manual functions require many hours of the accountants time in preparing information for the monthly financial reports. Currently, we have an independent accounting analyst working with the Finance department in evaluating and documenting the following items:

- A. Posting of departmental payroll expenses
- B. Posting of incoming cash and daily sales
- C. Recording of inventories
- D. Cash demand requirements
- E. Fixed assets
- F. Unexpired insurance

A complete report, along with recommendations for automating these functions will be completed by May 15. Conversion of these manual accounting functions would start immediately thereafter.

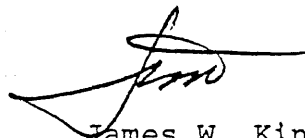
Many of these accounting tasks will be merged into current financial systems. The main idea is to capture as much information from the day-to-day computer activities as possible, rather than relying on current manual procedures. This project should be complete by mid-August, although a more accurate completion date will be determined upon evaluation of the accounting analyst's report.

Improving the method by which the Finance department records financial information will greatly improve the accuracy and consistency of information. Additionally, the accountants will have more time for other meaningful assignments.

We should also keep in mind that this is our first year of operation under the new budgeting concept. In order to fully evaluate this new system, we must have it functioning on a day-to-day basis. Presently, the new financial system is providing the levels of information that was initially planned. Now we are going through a refinement process of streamlining reports, operating procedures, etc., which is a normal series of events for any major computerized system.

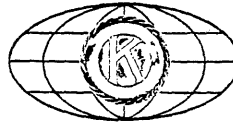
Major personnel changes in the Finance and Supplies departments, along with inescapable daily responsibilities also plays an important part in our progress to date.

During the past three months, many positive steps have been taken to improve the financial record keeping and reporting systems, and therefore, the accuracy and timing of information.



James W. Kinkade, Director
Data Processing

KIWANIS INTERNATIONAL



OFFICE OF THE SECRETARY

ACCOUNTING OF SECRETARY'S CONTINGENT FUND

October 1, 1979 to March 31, 1980

1. Car Maintenance - (less 1/3 personal use)

Garage and Service -	\$450
Insurance - - - - -	190
Repairs - - - - -	60
Depreciation - - - - -	<u>395</u>

\$ 1095

2. Special occasion gifts, flowers & cards - 286

3. Business phone and charges at home - - - 168

4. Entertainment of official guests, staff
and personnel, at home and elsewhere - - 254

TOTAL - - - - -	\$ 1803
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(signed)

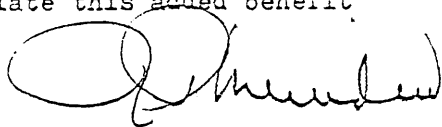
4/28/80

To the Finance and Personnel Committee

Recommendation #5 of your Committee, in the January meeting of the Board, authorized me to set up dental insurance for the employees of Kiwanis International and specified that the insurance plan offered by the Kemper Insurance Company be selected and put into effect if it is determined that the employees desire to participate in that program.

Subsequent investigation and discussion with staff revealed certain detrimental areas in the Kemper plan. We therefore checked further with our insurance advisors and ultimately came up with a considerable improvement in our current Blue Cross/Blue Shield medical coverage plus excellent dental coverage at the same cost as that which had been approved by the Kemper Insurance Company. I checked this with President-elect Merald in President Mark's absence and was given his approval. It is also significant that, even though competitive plans were offered by Ed Hecht of Donchin and Hecht, Ed recommended that we put the Blue Cross/Blue Shield dental insurance into effect.

In view of the above I have set May 1 as the date for the new dental coverage to begin for all our employees and for the dependents of those who provide medical coverage for their dependents. The cost to Kiwanis is the same \$6.51 per person and the additional cost to the employee for his or her dependents will be \$10.83 per month. Staff accepted this proposal unanimously and we all very much appreciate this added benefit of employment at Kiwanis International.



R. P. Merridew
Secretary

SUMMARY
MEETING OF THE EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES
OF THE
KIWANIS INTERNATIONAL FOUNDATION

A meeting of the Executive Committee of the Kiwanis International Foundation was held on Sunday, April 27, 1980. Executive Committee members present were: Roy W. Davis, President; Harry S. Himmel, Immediate Past President; A. Frederick Rosen, Vice-President; Carl A. Heldt, Secretary-Treasurer; Mark A. Smith, Jr., Trustee. Also present at the invitation of the Executive Committee were Merald T. Enstad, Trustee; R. P. Merridew, Secretary, Kiwanis International; and Gerald R. Jindra, Administrator, Kiwanis International Foundation.

1) As it was reported that several members of the Board had expressed their concern regarding the limited amount of time available for the discussion of business at Foundation meetings, and since ex-officio members found it difficult to attend complete meetings due to Kiwanis Board responsibilities, the Executive Committee approved an additional full meeting of the Foundation Board to be held Saturday, June 21 in Anaheim, California. The exact time and location of this meeting to be arranged by staff. The Foundation Board will reconvene during its regularly scheduled time on Sunday, June 22, at 11:00 a.m.

The Committee also voted to expand its present Executive Committee Meeting into a full Board meeting in 1981. In order to insure the availability of ex-officio members, the meeting was scheduled for Thursday, January 29. This date is just prior to the meeting of the Board of Trustees of Kiwanis International.

2) The results of the mail ballot of the Executive Committee initiated January 25, 1980. It was reported that the following grant proposals had received approval as a result:

- Request by American Hearing Research Foundation for a grant of \$50,000 for the operation of the KIF Hearing Research Project.
- Request from Kiwanis International for a grant not to exceed \$9,000 for the production of materials in support of the 1980-81 Major Emphasis Program.
- Request from Key Club International for a grant not to exceed \$7,000 for the production of an audio visual program in support of their 1980-81 Theme and Objectives.
- Request from Circle K International for a grant not to exceed \$8,500 to conduct their 1980 Leadership Training Conference.

It was also noted that the requests from Circle K International for the production of membership development materials were initially defeated because Committee members felt that these grants required verbal discussion at the April 27 Executive Committee Meeting.

Those present also reaffirmed the need for the Executive Committee's authority to act via mail ballot or telephone conference in order to deal with administrative or grant matters requiring immediate action.

3) Progress of the current Voluntary Birthday Gift Contribution Plan Campaign was examined noting that the current campaign is slightly behind that of last year for the same date. However, the Committee projects that the campaign will reach between

\$200,000 and \$210,000.

4) The other Foundation fund-raising programs were examined and it was noted that nearly all programs had reached their budgeted projections or had already surpassed them.

5) The current financial statements of the Kiwanis International Foundation were reviewed for the eight months ended March 31, 1980. In summary, the total assets of the Foundation were noted to be \$778,158.16. Total additions to date amount to \$229,806.76. It was further noted that unrestricted interest to date was \$32,902.57, primarily due to the STAM investment program which was approved at the October Board meeting.

In relation to this investment program, the committee authorized Jeffery McNary, Acting Director of Finance for Kiwanis International, as signatory for the Foundation in order to make fund transfers within the scope of the Foundation's investment program.

The committee also approved a motion calling for current budget absorption of accumulated prepaid grants under the line item title 'Major Emphasis Program materials' as well as current budget absorption of the cost of printing 1980-81 Major Emphasis Program materials. This was done to eliminate the constant partial carry-over of charges against this line item caused by auditor confusion.

Finally, the committee reviewed necessary budget adjustments to accommodate the fourteen month administrative year from August 1, 1979 to September 30, 1980.

6) The committee reviewed a request from Circle K International for a grant to produce an audio visual and brochure in support of their membership development program. Although the request noted the production costs of a 20-minute audio visual to be \$7,500, the committee voted to approve a sum not to exceed \$5,000 for this item. The committee felt that, in light of current budgetary restrictions, such an amount was adequate to produce a highly professional visual, although shorter in length.

The committee also voted to approve a grant not to exceed \$1,075 for the development and printing of a membership development brochure.

7) Committee reviewed a request from the Hugh O'Brian Youth Foundation for a grant to cover increased printing costs not covered by the original \$15,000 grant approved by the KIF at its July, 1979 meeting. The Committee voted to approve a grant of \$3,933.92 to cover these increased printing costs.

8) The committee then approved grant requests from Key Club International to sponsor their 1980 Freedom Leadership Seminar and their annual Key Club Sponsorship Awards Program. Funds not to exceed \$8,500 and \$1,000, respectively, were approved in support of these activities.

9) The committee voted to table a request from the Children's Eyesight Society for a grant of \$11,950 to print and distribute 50,000 copies of their new educational brochure. Although the committee was supportive of the goals and objectives of the project, it was determined that relatively little was known of the organization and more background information on their past activities should be gathered. In addition, the projected limitation of funds available for grants during the current administrative year caused the committee to defer decision until its Board meeting in June. The committee also expressed its concern as to a programmatical overlap with the services promoted by Lions International.

10) The committee then reviewed current progress of its Hearing Research Project, particularly its Infant Hearing Screening Program. In short, it was reported that the

automated unit currently in use for the Infant Program had proven to be unreliable, too costly and requiring a great deal of local hospital administration. Therefore, it was announced that a new prototype was being developed which would probably be far less expensive than the current unit, since the test result of each patient would be transmitted back to the Hearing Research Project for analysis. Nevertheless, a time line of one to two years was projected for the development and field-testing of this new unit. The Executive Committee concurred that until such a unit is available, the Infant Hearing Screening Program would not be promoted to Kiwanis clubs as a service project possibility.

- 11) The committee noted that the Administrator had attended a deferred giving workshop and was currently studying materials for the development of an estate planning program for the Kiwanis International Foundation. It was reported that initial promotion of this program would begin during the Anaheim Convention at the Tablet of Honor Luncheon and Foundation District Coordinators Luncheon.

The committee also proposed that a test mailing be made to the membership of selected clubs for the purpose of stimulating interest in its Estate Planning Program. This procedure will be designed to explain the benefits of deferred giving and test the receptibility of Kiwanians toward the varied types of personal philanthropy. The Kiwanis International Foundation proposed therefore that a test mailing be made to the membership of no more than ten Kiwanis clubs for the purpose of investigating interest in deferred giving. Kiwanis International Board approval is sought for this limited use of the membership mailing list.

- 12) The committee noted that the following Foundation activities were scheduled for the 1980 Kiwanis International Convention:

- Foundation Board Meeting, June 21 and 22
- Foundation Tablet of Honor Luncheon, June 23
- Foundation Board Dinner, June 23
- Foundation District Coordinators Luncheon, June 25
- Foundation Booth Operation--Continuous visual presentation and display