

I N D E X

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

September 29-October 3 and 5, 1980

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SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

September 29-October 3, 1980

A meeting of the Board of Trustees of Kiwanis International was held at the General Office in Chicago on September 29-October 3, 1980. Those present: Merald T. Enstad, President; E. B. "Mac" McKitrick, President-elect; Mark A. Smith, Jr., Immediate Past President; Aubrey E. Irby and C. E. "Pete" Thurston, Vice-Presidents; John T. Roberts, Treasurer; Mark Arthur, Jr., Albert L. Cox, Frank J. Di Noto, Allen M. Duffield, Warren H. Edwards, Jean Edouard Friedrich, Harris G. Hunter, Anton J. "Tony" Kaiser, Raymond W. Lansford, Henry L. "Les" Myers, Jr., James B. Richard, and Donald E. Williams, Trustees. Also present: R. P. Merridew, Secretary; P. N. Hanly, Executive Director.

1. Message of the President

The Message of the President is attached as Exhibit #1.

Recommendation 1. That the International Board approve the appointment of Past International Trustee Egon Kuzmany of Vienna, Austria, as Host Committee Chairman of the 1983 International Convention and that this appointment be effective October 1, 1980.

Voted, that this recommendation be adopted.

Recommendation 2. That the appointment of Gerald P. Christiano to be Chairman of the International Committee on Circle K Clubs be approved.

Voted, that this recommendation be adopted.

Report received.

2. Message of the President-elect

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

Report received.

3. Report of the Secretary

Report of the Secretary is attached as Exhibit #3.

Recommendation 1. That the Board approve the appointment of Robert M. Abramson as Circle K International Administrator, retroactive to August 25, 1980.

Voted, that this recommendation be adopted.

Recommendation 2. That the Board approve the appointment of Nancy Segall as Convention Manager, retroactive to August 15, 1980.

Voted, that this recommendation be adopted.

Report received.

4. Report of the Executive Director

The Report of the Executive Director to the Board is attached as Exhibit #4.

Report received.

5. Approval of Summaries of Minutes of Board Meetings Held in Anaheim, California, June 19-20 and 26, 1980

Trustee Allen Duffield requested that he be recorded as voting "no" with regard to Recommendation 4 on Page 8 of the June 19-20 Board minutes.

Trustee Richard questioned whether the action taken with reference to a minimum of one delegate at a district convention in Recommendation 5 of the Club Service Report was really the intent of the Board.

Question was raised as to whether the phrasing of the recommendation on Page 2 of the June 19-20 meeting correctly described the position of Mark Frady in the Zurich office.

Voted, that the minutes of the meetings be approved subject to further clarification with regard to a minimum of one district convention delegate and the relationship of Mark Frady in the Zurich office.

(Note: Subsequent Board action clarifies these matters.)

6. Special Meeting of the 1979-80 Board of Trustees, Dallas, Texas, July 31-August 1, 1980

Minutes of the Special Meeting of the 1979-80 Board of Trustees at Dallas, Texas, July 31-August 1, 1980, is attached as Exhibit #5.

Voted, that the minutes of the meeting be approved.

7. Approval of Action of Executive Committee, August 12, 1980

Voted, that the action of the Executive Committee on August 12, 1980, be approved.

8. Approval of General Office Administrative Action

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

Elimination of Membership of Not-Meeting Clubs from Active Membership Files
New Kiwanis Clubs Organized Since Last Meeting of Board
Club Incorporations Completed
Change of Club Names
Circle K Clubs Completed
Key Clubs Completed
Amendments to District Bylaws

9. Delegation of Authority to Executive Committee

Voted, that the following resolution be adopted:

Resolved, that in any interim between meetings of the Board of Trustees, the administrative authorities of this Board shall be and hereby are delegated to the Executive Committee, and the action of said committee under such delegation shall have the force and effect of action by the Board of Trustees until subsequently approved or disapproved by vote of the Board of Trustees. And Be It Further Resolved, that this delegation of authority shall not include the right of the Executive Committee to change policy.

10. Election of Trustees of Pension Trust Plan

Voted, that the following resolutions be adopted and that the Secretary be authorized to file either one of them with the proper certificate of encumbency being attached to the second resolution:

- a. That the Trustees of the Pension Trust Plan be Merald T. Enstad, President of Kiwanis International; John T. Roberts, Treasurer of Kiwanis International; and R. P. Merridew, Secretary of Kiwanis International.
- b. That the Trustees of the Pension Trust Plan be the President of Kiwanis International, the Treasurer of Kiwanis International, and the Secretary of Kiwanis International.

It was suggested that during the interim the Executive Director be kept informed as to the Pension Trust.

11. Reports of Board Committees

Administration and Structure

Report of the committee is attached as Exhibit #7. It was presented by Chairman James B. Richard.

Recommendation 1. That as to Restructure of Board Composition (Phase I), after a period of transition the Board of Trustees shall consist of the following:

- 1 - President
- 1 - President-elect
- 1 - Immediate Past President
- 2 - Vice-Presidents
- 15 - Trustees
- 20 - Total Board Members

and that the office of Treasurer be eliminated as an elective office and become an office appointed by the Board, and that the term of office for a Trustee be one three-year term; that the appropriate amendment be prepared for presentation to the House of Delegates at a Kiwanis International Convention.

Voted, that this recommendation be adopted.

It was moved and seconded that Plan B-1 be developed as the plan for International representation to be presented at the proper time to the House of Delegates of a Kiwanis International Convention. A substitute motion was made and seconded that Plan C be adopted.

After further discussion the Motion and Substitute Motion were withdrawn and the whole matter of a plan for representation was referred back to the Committee, for report on the following day.

The Committee presented Revised Plan A - Zone, and Revised Plan B - Specified Representation. (Revised Exhibit A of the report)

During the discussion it was agreed that the Board favored presenting one plan to the delegate body.

Moved and seconded that Plan B-1 as presented previously be adopted. Motion made and seconded to substitute Revised Plan B for Plan B-1.

Voted, that the substitute motion be amended by adding at the end of Item 5 of Revised Plan B: "There shall be one dark year for the district from which a U.S. Board member comes whenever said Board member leaves the Board."

Voted, that Revised Plan B be amended in Item 6 to provide for 16 from the U.S. and 1 non-U.S. member.

Moved and seconded that the whole matter be deferred until the January Board meeting.

After further discussion, all previous motions were withdrawn and President Enstad referred the development of a plan of representation back to the committee for report at the January Board Meeting.

Recommendation 2. That the committee be authorized to hold a special meeting during the interim between this Board meeting and the January, 1981, Board meeting for the purpose of developing the details of a plan of Restructure of the Board.

Voted, that this recommendation be adopted. It was agreed that there would be a budget adjustment of up to \$2,500.00 to provide for this meeting.

Report received.

Circle K

Chairman Albert L. Cox presented the report of the committee. It is attached as Exhibit #8.

Recommendation 1. That the proposed amendments to the Circle K International Constitution be approved.

Voted, that this recommendation be adopted.

Recommendation 2. That the Circle K Club charters listed on Exhibit C of the report be revoked.

Voted, that this recommendation be adopted.

Report received.

Convention

Chairman Aubrey E. Irby presented the report of the committee, which is attached as Exhibit #9.

Recommendation 1. That the registration fee for the New Orleans Convention be \$55.00 per man and \$20.00 per woman, effective December 1, 1980.

Voted, that this recommendation be adopted.
(11 for, 5 opposed -- Kaiser, Richard, and Smith requested to be recorded as voting against)

Recommendation 2. That the Phoenix Convention be moved from June 17-21, 1984, to the following week of June 24-29, 1984.

Voted, that this recommendation be adopted.

Report received.

Data Processing

The report of the committee, presented by Chairman Donald E. Williams, is attached as Exhibit #10.

Recommendation 1. That effective October 1, 1980, all Board Committee recommendations involving Data Processing Services be referred to the Board Committee on Data Processing for review and recommendation prior to implementation and that this recommendation be referred to the Laws and Policies Committee for implementation.

Voted, that this recommendation be adopted.

Report received.

International Extension

Chairman Mark A. Smith, Jr. presented the report of the committee. This is attached as Exhibit #11.

Recommendation 1. The approval of new club building in Egypt.

Voted, that this recommendation be adopted.

Recommendation 2. The approval of new club building in Paraguay.

Voted, that this recommendation be adopted.

Recommendation 3. That a procedure be established for the 1981 International Convention in New Orleans whereby the General Office is provided by a certain cut-off date with registration forms from Kiwanians who have paid convention registration fees accompanied by bank deposit slips evidencing payment, in a manner to be coordinated with appropriate General Office staff, applicable to Kiwanians living in countries where monetary restrictions make direct payment of these fees unfeasible.

Voted, that this recommendation be adopted.

Recommendation 4. The approval of the Grand Cayman Islands clubs' transfer from the Eastern Canada and the Caribbean District contingent on the payment of any outstanding obligations of these clubs to the district, and attachment of these clubs to the Florida District contingent on the acceptance of the Florida District Board.

Voted, that this recommendation be adopted.

Recommendation 5. That the Kiwanis International Board approve the attachment of non-districted clubs to districts on a mutual consent basis only, that the dues of attached clubs be paid to the attaching district, that it be understood that the attachment is on an interim basis and will terminate automatically with the establishment of a district which geographically encompasses the attached club(s).

Voted, that this recommendation be adopted.

Recommendation 6. That the Board approve the attachment of the Kiwanis Club of Tunis to the Benelux-France-Monaco District and the attachment of the Kiwanis Club of Athens, Greece, to the New Jersey District, subject to the approval of the KI-E Board.

Voted, that this recommendation be adopted.

Recommendation 7. That beginning with the 1981 Asia-Pacific Conference, all future multi-district area conferences be approved by the Kiwanis International Board and be managed primarily by Kiwanis International through its staff in close coordination with the conference officials in the participating districts in recognition of the financial responsibility of Kiwanis International for these conferences.

Voted, that this recommendation be adopted.

Recommendation 8. That contingent on the mutual consent of Matthew Travers and President Merald, Mr. Travers be appointed Special Representative of the President for assistance in international business in Washington, D.C.

Voted, that this recommendation be adopted.

Recommendation 9. That the requested allocation of \$600.00 for 1980-81 budget line item 05-106-03 "Gifts for Overseas Kiwanis," be approved.

Voted, that his recommendation be adopted.

Report received.

Key Clubs

The report of the committee is attached as Exhibit #12. It was presented by Chairman E. B. "Mac" McKitrick.

Recommendation 1. That the action taken by the Key Club International Board to revoke the charters as listed in Exhibit B of the report be approved, with the Staff being authorized to remove names of clubs from the list until the final printing of the minutes.

Voted, that this recommendation be adopted.

Recommendation 2. That the Bylaws of Key Club International be amended in accordance with the amendments as attached in Exhibit C of the report.

Voted, that this recommendation be adopted.

Recommendation 3. That Staff develop a patch to be presented to all Key Clubs, Circle K Clubs, and Kiwanis Clubs participating in K-Family Weekend and that the cost of \$650.00 for 1,000 patches be included in the budget. This item has been referred to and approved by the Finance Committee.

Voted, that this recommendation be adopted.

Recommendation 4. That Key Club International become a world-wide organization in its present form and that any Kiwanis Club may form a Key Club as long as it conforms to the Constitution and Bylaws of Key Club International. The committee further moves that this Policy be referred to the Laws and Policies Committee for implementation.

Voted, that this recommendation be amended to require conforming to the policies of Kiwanis International as well as the Constitution and Bylaws of Key Club International, so that the recommendation will read: "The committee recommends that Key Club International become a world-wide organization in its present form and that any Kiwanis Club may form a Key Club as long as it conforms to the Constitution and Bylaws of Key Club International and the policies of Kiwanis International. The committee further moves that this Policy be referred to the Laws and Policies Committee for implementation."

Voted, that the recommendation as amended be adopted. (Di Noto, Hunter, Kaiser, Richard, and Thurston, requested to be recorded as voting against)

Report received.

Kiwanis Education and Public Relations

Report of the committee is attached as Exhibit #13. Co-Chairman Jean Edouard Friedrich presented the portion of the report dealing

with Public Relations and Co-Chairman Mark Arthur, Jr. presented the portion of the report dealing with Kiwanis Education.

Recommendation 1. That a Connelly Medal be awarded to David Ebsen, Wisconsin Rapids, Wisconsin.

Voted, that this recommendation be adopted.

Recommendation 2. That the Staff be authorized to proceed immediately with the work necessary to bring the Kiwanis International history written by Associate Secretary Emeritus Larry Hapgood into print as a sales item with an initial order of 10,000 copies, 500 to be in hard cover, at a total cost of \$35,500.00.

Voted, that this recommendation be adopted.

Report received.

Laws and Policies

Chairman Frank J. Di Noto presented the report of the committee, which is attached as Exhibit #14.

Report received.

Leadership and Council

Chairman Raymond W. Lansford presented the report of the committee, attached as Exhibit #15.

Recommendation 1. That the 1980-81 Governors-elect be encouraged to schedule their primary Conferences for Lieutenant Governors-designate during the period of July 17 to August 2; that Lieutenant Governors-designate be urged to complete their primary education of Club Officers-designate by August 31; and that Presidents-designate be urged to complete their education of Club Directors and Committee Chairmen by September 30.

Voted, that this recommendation be adopted.

Recommendation 2. That the 1980-81 budget for Department 18 (Board, Leadership, and Council) be adjusted to reflect the following increases: 110-04 (Travel - Program Planning), \$9,580; 110-06 (Travel - Governors-elect Conferences), \$4,200; and 163-02 (Meals - Governors-elect Conference), \$600, which total \$14,380, to cover the expenses of five special appointees of the President-elect in attending the three conferences referred to in the body of this report.

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

Recommendation 3. That the following be established as meeting dates for 1983-1984: 1983 March Conference for Governors-elect - March 23-26;

1984 March Conference for Governors-elect - March 28-31; 1983 First Council - September 30-October 2; 1984 First Council - September 28-30.

Voted, that this recommendation be adopted.

Report received.

Membership Growth

Report of the committee, presented by Chairman Anton J. "Tony" Kaiser, is attached as Exhibit #16.

Recommendation 1. That, conceptually, the paid membership for the second half billing of an administrative year, plus paid new member adds less deletions, plus the membership of new Kiwanis clubs based on the actual rosters received in the General Office prior to October 1, assuming dues for members of those new clubs have been paid plus life members, be considered our APS membership for that administrative year and the starting membership figure for the following administrative year.

Voted, that this recommendation be adopted.

Recommendation 2. That Item #1 of the Criteria for Distinguished Governor be changed to read: Net increase in membership of 1-1/2% based on the actual paid membership.

Voted, that this recommendation be adopted. (Trustee Richard requested to be recorded as voting against)

Chairman Richard of the Board Committee on Administration and Structure stated that this committee was requesting that the above recommendation be reconsidered. Voted, that Recommendation 2 be reconsidered.

Chairman Richard presented on behalf of the Administration and Structure Committee the following substitute recommendation: "The committee recommends that Item 1 of the Criteria for District Governor be changed to read: Membership growth, October 1, 1980 to September 30, 1981. A five-year average deletion factor plus 1.5% times the certified membership equals the new member add quota except this criteria shall not have been met unless there is a net increase in certified membership."

Voted, that this recommendation not be adopted.

Voted, that the original recommendation of the Membership Growth Committee, as stated above, be adopted.

Recommendation 3. That the Diamond Growth Award pin be discontinued and that the new procedure of providing a banner patch be considered as the Diamond Growth recognition award.

Voted, that this recommendation be adopted.

Recommendation 4. That 2,000 blue lucite holders with the Kiwanis decal attached be purchased at a cost of \$1.25 each for presentation to recipients of Life Member Status.

Voted, that this recommendation be adopted.

Recommendation 5. That the current desk plate and wallet card presented to recipients of Life Member Status be updated and that 2,000 desk plates be purchased at a cost of \$1.80 each and 2,000 wallet cards be purchased at a cost of \$1.30 each. The committee further recommends that the wording be changed and the signature omitted.

Voted, that this recommendation be adopted.

Recommendation 6. That items listed in the Supplies Catalog that relate to membership promotion be made available to clubs at the actual cost plus handling charges.

Voted, that this recommendation be adopted.

Recommendation 7. That 300 each of the Kiwanis Facts for Members, Prospective Members, and Friends and Theme Folders be made available for distribution purposes at district conventions and conferences for membership promotion, and that a line item be created under Budget 19 in the amount of \$1,000 to cover cost of producing and shipping of these items.

Voted, that this recommendation not be adopted.

Report received.

New Club Building

Report of the committee is attached as Exhibit #17. It was presented by Chairman Warren H. Edwards.

Recommendation 1. That the charters of the 51 clubs listed on Attachment A of the report be revoked.

Voted, that this recommendation be adopted.

Recommendation 2. That awards be presented to the Governors of the Georgia, New York, and Southwest Districts at the 1981 Convention in New Orleans honoring them for matching or surpassing their districts' all time new club building records.

Voted, that this recommendation be adopted.

Recommendation 3. That a luncheon for accredited representatives be held during the 1981 Convention in New Orleans and that this be referred to the Convention Committee for implementation.

Voted, that this recommendation be adopted and referred.

Recommendation 4. That no more than two clubs be recognized as the sponsors of a new club and that this be referred to the Laws and Policies Committee for inclusion in Policies.

Voted, that this recommendation be adopted and referred.

Report received.

Office Management

Chairman C. E. "Pete" Thurston presented the report of the committee. This is attached as Exhibit #18.

Recommendation 1. That two (2) Selectric Correcting Typewriters and two (2) sets of Dictating equipment be provided immediately for the President and President-elect at a total cost not to exceed \$4,500.00.

Voted, that this recommendation be adopted.

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Chairman C. E. "Pete" Thurston presented a Special Report of the Committee, attached as Exhibit #19.

Recommendation 1. That the Board of Directors authorize the immediate purchase of the property in Atlanta, Georgia and to move the General Office of Kiwanis International as soon as details have been completed.

Voted, that this recommendation not be adopted.

It was moved and seconded that the General Office be relocated in Dallas, Texas. A substitute motion was moved and seconded that the Board as of now is not committed to any specific site or area to move the General Office to, or not move it. Voted, that the substitute motion be adopted.

Moved and seconded that the committee have a meeting in early November in Memphis, Tennessee, for further study and discussion with the purpose of bringing in definite, concrete recommendations as to the office location of Kiwanis International. Voted, that this motion be amended by including expense money not to exceed \$5,000. Voted, that the amended motion be adopted.

Reports received.

Program Development

Chairman Allen M. Duffield presented the report of the committee. This is attached as Exhibit #20.

Recommendation 1. That for the 1981-82 year there be two Major Emphasis Programs: Continuation of Communications Disabilities and a new program focusing upon the area of health and nutrition.

Voted, that this recommendation be adopted.

Recommendation 2. That an additional \$5,000.00 be approved, subject to the Finance Committee's review, for developing further audio-visual programs during the 1980-81 administrative year.

The Finance Committee reported it had reviewed the request of the committee and approved the \$5,000.00. Voted, that this recommendation be adopted.

Recommendation 3. That the action taken at the April, 1980, Board Meeting to cease Kiwanis International's role as coordinating agency of the National Farm-City Council, effective January 31, 1981, be rescinded. Further, the committee recommends that, based upon the Farm-City Council's promise to reimburse Kiwanis International up to \$15,000 for expenses, we continue our relationship for a one-year trial period.

Voted, that this recommendation be adopted.

Recommendation 4. That, subject to the Finance Committee's approval, an increase of \$210 be applied to the budgeted figure of \$3,790 for a total of \$4,000 to produce the slide/cassette presentation of the President-designate for distribution to Kiwanis leaders.

The Finance Committee reported that it approved the increase. Voted, that this recommendation be adopted.

Recommendation 5. That, subject to the Finance Committee's approval, an increase of \$110 be applied to the budgeted figure of \$1,250 for a total of \$1,360 as the Program Development Department's share of producing the 1981-82 Theme Folder.

The Finance Committee reported that it approved the increase. Voted, that this recommendation be adopted.

Report received.

Publications and Advertising

Chairman Henry L. "Les" Myers, Jr. presented the report of the committee. It is attached as Exhibit #21.

Recommendation 1. Upon careful consideration of competitive bids and the advice of the Staff, that the International Board approve the awarding of the contract for the printing of Kiwanis Magazine for a three-year period beginning with the January, 1981, issue and continuing through the January, 1984, issue to Mid-America Webpress, Inc., Lincoln, Nebraska.

Voted, that this recommendation be adopted.

Report received.

Supplies

The report of the committee, presented by Chairman Harris G. Hunter, is attached as Exhibit #22.

Recommendation 1. The committee recommends to the Kiwanis International - Europe Board that consideration be given to study the possibility of the Supplies office in Zurich issuing their own catalog with Swiss prices, applying the cash/credit card only system for purchases made from the Zurich office and reporting such sales and inventory levels on a monthly basis to the Kiwanis International office.

Voted, that this recommendation be adopted.

President-elect McKitrick recommended that the committee give particular attention and report back to the Board at the next meeting as to why the situation exists on the price differential between Canada and the United States, and devise a plan to remedy the situation.

Report received.

10. Report of the Treasurer

Treasurer John T. Roberts presented his report. This is attached as Exhibit #23.

Report received.

11. Report of Finance Committee

Chairman John T. Roberts presented the report of the committee. This is attached as Exhibit #24.

Recommendation 1. That the Accounts Receivables for Kiwanis clubs whose charters have been revoked, in Exhibit A of the report, be written off.

Voted, that this recommendation be adopted.

Expense Reports

Voted, that the policy for handling expense reports, as contained in the Finance Committee Report, be made a matter of the Board's Administrative Procedures.

Recommendation 2. That the 1980-81 budget, with the adjustments set forth in the report of the committee, be approved.

Voted, that this recommendation be adopted.

Report received.

12. Next Meeting of Board of Trustees

The next meeting of the Board of Trustees will be on October 5, 1980, at the Continental Plaza Hotel, Chicago, Illinois.

13. Other Business

Kiwanis International Building

The Board met on Monday, September 29, 1980, with the attorneys of Kiwanis International to discuss the status of the property at 101 E. Erie Street and the negotiations with the Sanitary District. Questions were asked and answered.

Voted, that Attorney Tom Burke be given exclusive authority to deal with the condemnation proceedings and to carry on negotiations regarding 101 E. Erie Street until November 1, 1980.

Joint Luncheon with Past Presidents

The Board and Past Presidents met jointly at a luncheon meeting. Past President Gladman indicated that a report would be given to the Board at its meeting on October 5.

Appointment of Committee Members

President Enstad announced the appointment of two additional members to the Board Committee on Office Management: namely, Donald E. Williams and Raymond W. Lansford.

Voted, that the appointment of Donald E. Williams and Raymond W. Lansford to the Board Committee on Office Management be approved.

Meeting Recessed.

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

October 5, 1980

A meeting of the Board of Trustees of Kiwanis International was held at the Continental Plaza Hotel in Chicago, Illinois, on October 5, 1980. Those present: Merald T. Enstad, President; E. B. "Mac" McKitrick, President-elect; Mark A. Smith, Jr., Immediate Past President; Aubrey E. Irby and C. E. "Pete" Thurston, Vice-Presidents; John T. Roberts, Treasurer; Mark Arthur, Jr., Albert L. Cox, Frank J. Di Noto, Allen M. Duffield, Warren H. Edwards, Jean Edouard Friedrich, Harris G. Hunter, Anton J. "Tony" Kaiser, Raymond W. Lansford, Henry L. "Les" Myers, Jr., James B. Richard, and Donald E. Williams, Trustees. Also present: R. P. Merridew, Secretary; P. N. Hanly, Executive Director; Maurice Gladman, Past International President.

1. Next Board Meeting

The next Board Meeting is scheduled for January 30-February 2, 1981.

2. Report of Past Presidents Committee

Chairman Maurice Gladman presented the report of the Past International Presidents Committee to the Board. It is attached as Exhibit #25.

Recommendation 1. That the President be given full authority to definitively resolve the personnel problems with Kiwanis International - Europe.

Voted, that this recommendation be adopted.

Report received for consideration of other recommendations at the next meeting of the Board.

3. Resolution re Past President Heimbaugh

Voted, that the following resolution be adopted for presentation to the 1981 International Convention.

In Memoriam

On August 9, 1980, Kiwanis lost one of its most beloved leaders of the recent past with the death of Past International President Harold M. "Hi" Heimbaugh of Encino, California.

A successful attorney by profession, Hi Heimbaugh maintained a deep concern for order in social conduct and human organization.

It was under Hi Heimbaugh's leadership that the Major Emphasis Program came into being -- a system of directing Kiwanis' efforts worldwide toward the achievement of a single objective. The first of those objectives, "Operation Drug Alert," was highly successful, and served to bring order into the lives of thousands of young people who might otherwise have started the long drug trail to disaster.

Hi Heimbaugh's administration saw the institution of the new Kiwanis Administrative Year, with officers assuming their leadership roles at all levels simultaneously to eliminate a long-standing, complicated administrative overlap.

Hi Heimbaugh believed strongly in two great Kiwanis commitments -- the establishment of order to the benefit of all mankind and the spread of the Kiwanis philosophy to as many lands and as many people as orderly progress would permit.

He combined a spiritual dedication to Kiwanis and its work with an attractive social presence, which made him a superlative leader.

Hi Heimbaugh was a deeply committed man who gave to the very limit of his ability. He was a friend whose humor and willingness to lend a helping hand left richer the lives of all with whom he came in contact.

NOW, THEREFORE, BE IT RESOLVED, that the delegates assembled at this 1980 Convention of Kiwanis International give expression to the great loss experienced by the entire organization in the passing of this beloved and talented leader who was a friend to so many, and

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

4. Other Business

Board Policy re Hotel Cost Reimbursement

Question was raised as to interpretation of the term "standard room rate" in connection with the Council Meeting. Voted, that at Council the Board member is reimbursed his actual room cost to include the parlor.

Yearly Calendar

It was suggested that the Calendar of meetings given to the Board members at the Post-Convention Board Meeting be sent to the Governors and Secretaries of all Kiwanis districts and to the KI-E Board members as a matter of information.

Site Selection

There was further discussion with regard to the location of the Kiwanis International General Office. It was moved and seconded that the General Office be moved out of Chicago and the Site Selection Committee be instructed to provide three alternate sites with necessary information so that a decision can be made within thirty days of acceptance or rejection of any final offer from the Sanitary District.

Voted, that this recommendation not be adopted.

Adjournment.

SUMMARY OF MINUTES

MEETING OF KIWANIS INTERNATIONAL SUBSIDIARY, INC.

October 5, 1980

A meeting of Kiwanis International Subsidiary, Inc. was held at the Continental Plaza Hotel in Chicago, Illinois, on October 5, 1980. Those present: Merald T. Enstad, President; E. B. "Mac" McKittrick, President-elect; Mark A. Smith, Jr., Immediate Past President; Aubrey E. Irby and C. E. "Pete" Thurston, Vice-Presidents; John T. Roberts, Treasurer; Mark Arthur, Jr., Albert L. Cox, Frank J. Di Noto, Allen M. Duffield, Warren H. Edwards, Jean Edouard Friedrich, Harris G. Hunter, Anton J. "Tony" Kaiser, Raymond W. Lansford, Henry L. "Les" Myers, Jr., James B. Richard, and Donald E. Williams, Trustees. Also present: R. P. Merridew, Secretary; P. N. Hanly, Executive Director.

1. Election of Officers and Trustees

Voted, that the Officers and Trustees of Kiwanis International shall be the Officers and Trustees of Kiwanis International Subsidiary, Inc.

2. Appointment of Auditor of the Corporation

Voted, that Wolf and Company of Elmhurst be appointed as Auditor for Kiwanis International Subsidiary, Inc.

3. Appointment of Agent for the Corporation

Voted, that Fred G. McAlister, Q.C., be appointed as Agent for Kiwanis International Subsidiary, Inc.

Adjournment.

MESSAGE OF THE PRESIDENT

TO THE

INTERNATIONAL BOARD OF TRUSTEES

September 29, 1980

It is a pleasure to welcome each and everyone of you to this International Board meeting signaling the beginning of a new administrative year. I do not consider this the beginning of a new KIWANIS YEAR, but I like to think of it as a continuous building process of this organization we all know and love as Kiwanis.

We welcome four new members to the Board---Mark Arthur, Jr., Jean Ed. Friedrich, Harris Hunter, and Tony Kaiser. We are happy to have you on this Board and look forward to working with each of you. Every member of the Board stands ready at any time to assist you if you have a question. You will soon learn this is a hard working Board, but a team effort must exist in order to accomplish the great tasks that face us this year.

We will certainly miss the retiring Board members---Past President Bill Solberg, Past Vice-President Drew Petersen, and Past Trustees Egon Kuzmany and Stew Wilson---for their dedicated service and great contribution to the Board.

I commend all of you for the outstanding job you have done at the District Conventions. The comments I have received from the 1979-80 and 1980-81 Governors---both written and oral---have thanked me for assigning you to their respective District Conventions and as counselors to their districts.

There are many challenges facing us this year, but I have every confidence in this Board and the Board committees to come up with solutions that are the very best for all of Kiwanis. In all our thinking, we must keep in mind that it is the local Kiwanian in the local Kiwanis club that must have our top priority in decision-making.

I was extremely pleased with the acceptance of our Major Emphasis Program---COMMUNICATIONS DISABILITIES---and our Theme---TAKE TIME TO CARE. I thank last year's Program Development Committee for their great effort in presenting this to us. It is now up to you men, as you counsel your Districts, to have them become involved in the program of Communications Disabilities.

I had the privilege of attending the Key Club International Convention in San Diego and the Circle K International Convention in Phoenix. These conventions renew your faith in our sponsored youth groups. Their dedication and enthusiasm is a heartwarming experience. Jeff Magone, President of Key Club International, and Tom Andrews, President of Circle K International, are outstanding young men, and I ask you to make every effort to visit them when they attend this Council meeting.

The growth potential in our overseas countries is as great or greater in most areas around the world as it was for the North American Continent when Kiwanis started in Detroit in 1915. I am concerned about those of our 72 countries that still have only one or two Kiwanis clubs. Kiwanis must grow in all areas and we must immediately put forth full effort to build because losing a club in many areas would also mean losing a country. I am asking the Board Committee on International Extension to consider every means of strengthening these areas of concern.

President Mark and the prior Presidents have set a very fast pace on New Club Building. We will continue and increase that pace this coming year, not only in new clubs but membership in existing clubs. We are losing too many members from loss of interest or moving, and I am directing the Board Committees on New Club Building, Membership Development, and Kiwanis Education to concentrate their efforts on growth with retention viewed as a very large problem to which we must find a solution.

I commend the Board Committee on Leadership and Council for their untiring efforts to make this Council a Kiwanis experience we shall all remember. I ask each of you to devote your enthusiasm, your "know how," and efforts to this Council because what we do or fail to do will have a direct effect on the type of year we are going to have.

Throughout the past year I have received a significant number of requests for the Board to give consideration to the creation of a women's auxiliary organization. Lions International has had notable success with its Lioness Clubs and, perhaps because of their existence, has had no proposals from clubs to change their constitution to admit women into membership in Lions clubs. I am of the opinion that this could work very well in Kiwanis and have asked the Membership Growth Committee to give this careful consideration at this meeting of the Board.

In view of the magnitude and importance of the 1983 Convention in Vienna, Austria, I have visited with President-elect Mac McKittrick and Treasurer Johnny Roberts, and with Egon Kuzmany, regarding the chairmanship for the 1983 Convention. Therefore, I make the following recommendation:

Recommendation #1:

That the International Board approve the appointment of Past International Trustee Egon Kuzmany of Vienna, Austria, as Host Committee Chairman of the 1983 International Convention and that this appointment be effective October 1, 1980.

(Adopted)

Since our meeting in Anaheim I have had to make one change in the chairmanship of International committees. At the request of Past Governor Mauro C. Valentine of the New York District, I have cancelled his original assignment to be chairman of the International Committee on Circle K Clubs and, in his place, have

appointed Past Governor Gerald P. Christiano to that post. He has indicated his willingness to serve and it is therefore my privilege to recommend as follows:

Recommendation #2:

That the appointment of Gerald P. Christiano to be Chairman of the International Committee on Circle K Clubs be approved.

(Adopted)

What a challenge and what an opportunity lies ahead of us! The old saying states: "A chain is no stronger than its weakest link." We have no weak links on this Board, so together we can and will pull a mighty big load if we TAKE TIME TO CARE.

MERALD T. ENSTAD
President

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

September 29, 1980

The beginning of an administrative year in Kiwanis is always an exciting time. Anticipation of new ideas, creative and stimulating proposals and action programs for the benefit of those we serve always provides this excitement.

Our new year president, while not starting with a New Year ribbon, will undoubtedly feel like - if not look like - the old man with the scythe before the year ends.

There is much to be done. My travels make me think that we are on the verge of unprecedented world expansion IF we apply the right stimulus, encouragement, and assistance. Seldom have we had as many major decisions before this Board at one time. The probable change in office location, restructuring, organization, personnel changes, and many other items of similar magnitude will tax our abilities to meet the needs of Kiwanis worldwide. We are at the crossroads and our actions this year will go a long way in determining the success of Kiwanis International for decades to come.

President Merald needs our wholehearted support, our best efforts and our combined wisdom to have the greatest year of accomplishment Kiwanis International has ever experienced. I pledge to you, Mr. President, my full support in reaching that goal.

E. B. McKitrick
President-elect

REPORT OF THE SECRETARY
TO THE
INTERNATIONAL BOARD OF TRUSTEES
September 29, 1980

As the 1979-80 administrative year draws to a close it is my privilege to report the achievements of Kiwanis International at all levels, accomplished under the leadership of President Mark, the members of this Board, and the entire leadership team. We will be looking back throughout this report but, President Merald, we want you to know that we in the General Office are looking forward to working with and for you as you launch our 1980-81 year with your theme "Take Time To Care!"

Since our last meeting we suffered the loss of one of our beloved past presidents when Hi Heimbaugh died August 8, 1980. We shall certainly miss Hi's sage counsel, his constant willingness to serve, as well as his many musical contributions to Kiwanis. We regret to report that several of our Past Presidents will not be able to be with us at Council this year. They include Park Arnold, Fred McAlister, Don Rice and Joe Tally. Secretary Emeritus Pete Peterson and Maurine are planning on coming, we are happy to report, and we are also expecting Alta Cummings, who will be the lone representative of the Widows of Past International Presidents.

1980 COUNCIL Everything is set for Council, complete details of which are in the official program. We expect all but one of our district governors to be in attendance, together with several of our overseas district secretaries and all of those from this continent. We sincerely regret that the governor of the District of Japan will not be with us.

MEMBERSHIP The August 22, 1980 report on membership shows an APS membership of 299,234 plus 3,279 honorary members for a total membership of 302,513. Last year, as of August 31, the total membership was reported as 298,744 APS plus 3,470 honorary for a total membership of 302,214. New member adds for the period from October 1, 1979 through August 22, 1980 is 50,248. Last year's total on August 31st was 51,446.

NEW CLUB BUILDING The administrative year just ending brought excellent results in this area, with 358 new clubs having been built to the date of preparation of this report, compared to 366 at this date last year. New club building records have been set by the Georgia and New York districts. Eight districts have met or exceeded their new club building pledge.

KEY CLUBS Key Club International's 37th Annual Convention was held in San Diego and reports show 1,969 paid registration of Key Clubbers, Kiwanians and other adults, plus guests. From all reports it was an excellent convention presented in beautiful facilities and with excellent cooperation from the Host Committee.

Membership is on the increase with 95,443 as of September 19, compared to 90,451 as of September 14 last year. The number of clubs totals 3,650, compared to 3,621 last year. New Club Building is somewhat behind last year's pace with 165 this year compared to 177 last year.

Key Club International now is at the highest level of membership in its history and the Key Club International Board has set their 1980-81 goal at 100,000.

CIRCLE K The Silver Anniversary Convention of Circle K International was held in Phoenix, Arizona. Convention attendance exceeded the 900 mark and the Host Committee is to be warmly congratulated on a splendid job. Fourteen of the past twenty-five Circle K International Presidents were on hand to help mark the Twenty-Fifth Anniversary of the organization.

Membership as of September 15 was 13,120, compared to 12,213 a year ago. The number of clubs stands at 751, compared to 729 a year ago. New club building exceeds last year, 75 new clubs having been built compared to 68 a year ago.

NEW ORLEANS CONVENTION The pre-convention planning meeting for our 1981 Kiwanis International Convention was held August 1 - 3, 1980 in New Orleans. President Merald and the members of the Board Committee on Convention met with the leadership of the host Louisiana-Mississippi-West Tennessee District and considerable progress was made toward making next year's convention our biggest and best yet. Host Committee Chairman John Murdock and the district leadership conducted a complete tour of the convention facilities which should be ideal for our purposes. All of the headquarters hotels are excellent properties and in relatively close proximity to the Superdome. All signs are favorable for a fine convention and we shall be looking forward to Chairman Aubrey Irby's report on the various details.

KIWANIS MAGAZINE This has been a very good year for Kiwanis magazine, both financially and from an editorial standpoint. Our unaudited September advertising sales were the highest ever and this positive situation continues well into next year.

In the past three issues we have seen a full report on the Anaheim Convention with the widest variety of color photos we have ever presented. In addition, each issue contained a staff-produced feature on an important Kiwanis topic. "The K-Family's Very Special Olympics" in the June/July issue; the Little Miss Peanut story in August; and the September issue which contained the full story of the Key Club Convention as well as a special report on the Kiwanis International Foundation's hearing research project, all photos in both articles having been taken by members of the magazine staff.

AUDIO/VISUAL Throughout this year considerable emphasis has been placed on Kiwanis Education, both in printed material and in audio/visual presentations. The latter includes a 70-slide and cassette narration, eight minutes in length, on "Community Analysis-Essential for Club Success." This new program was promoted at the Anaheim Convention and to date nearly 100 orders have been filled. Since then another program entitled "What About Tomorrow?" has been completed. It is a 90-slide and cassette narration, ten minutes in length, designed to emphasize pride in Kiwanis membership and to demonstrate why Kiwanis should be shared with others in the community. We have also revised the slide presentation on "Kiwanis In Brief" with the new version containing 30-slides and cassette narration of five minutes. These new audio/visual programs will be shown at the closing General Session of Council next Sunday.

In accordance with Board action at the April, 1980 meeting, the following audio/visual equipment has been purchased:

- (1) RCA Color Video Camera
- (2) RCA Selecta-vision Portable Video Recorder
- (3) RCA Selecta-vision Tuner/Timer/Module TEP 1400

This equipment will be used to good advantage in future Kiwanis International training sessions.

We are pleased to report that the new version of "The Man Who Wears the K" is being well received. We are well into the third order for 250 copies and the demand remains constant.

WOMEN IN KIWANIS The OFCCP proposals seem to have been put off indefinitely, although there are some in Washington who feel that they will be revived after the presidential election. Those who want to open up service club membership in men's organizations to women are still very active. The City of New York is discussing a proposal which, if passed, would require organizations like Kiwanis to prove that at least 80% of their money comes from the pockets of their members rather than from any type of business. Failure to meet this requirement would result in the loss of classification as a private organization as far as liability for discrimination is concerned. This is one of many such efforts under way and we must watch for developments.

We recently received a deletion notice from a club in Colorado for a federal judge who felt he must drop out of Kiwanis because "he believes Kiwanis' position (limiting membership to men) negatively impacts his public role."

The Allegan, Michigan club, which had indicated it was going to accept women into membership, decided to refrain from that action after I wrote them to point out that they would be violating the Kiwanis constitution and bylaws. However, they have announced their intention to support an amendment which would admit women at the New Orleans Convention.

It is interesting to note that Kiwanis and Rotary have been experiencing annual proposals from clubs to admit women into membership. Lions International, however, has not had any difficulties along this line and attribute that to the fact that they have very active Lioness Clubs forming a women's auxiliary organization. The auxiliary has very high visibility including pages of Lioness supplies in the regular Lions International supplies catalog. They also have special programs of their own at Lions International Conventions.

SITE LOCATION In the period of time since the Anaheim Convention the Board has visited Dallas, Texas to inspect proposed sites there for the General Office and, more recently, several members of the Board have stopped off in Atlanta to inspect that city for the same purpose and especially a building presently occupied by Hewlett-Packard. At the Dallas meeting President Merald and I were charged with the responsibility of looking into areas in Greater Chicago which might provide a good location for our General Office and also to secure comparisons with Dallas as our headquarters city.

We have checked out a great many potential sites in all directions and will take the Board on a tour of those which, in the opinion of the site committee which previewed ten sites on September 18, best meet the criteria established by the Board. We have been given tremendous assistance in this work by Continental Bank and particularly by Bob Montgomery, who is in charge of Area Development for the bank. Continental Bank will host a reception and dinner at the Ritz Carlton on the evening of our tour and has invited some of our most prominent citizens to attend. All of this is scheduled for Wednesday afternoon and evening, October 1, with our wives to join us for the reception and dinner.

The Metropolitan Sanitary District is still negotiating with us to buy our 101 East Erie property. Our attorneys will bring you completely up to date on the status of the possible sale of our property immediately following the regular business reports this afternoon.

FINANCE As the 1979-80 administrative year nears its conclusion we are almost exactly on budget, with a good possibility that, when the books are closed, we will show a positive variance.

STAFF The emphasis placed upon education during President Mark's year was extended to the special education of members of our management team on the General Office Staff. The attached report provides a complete list of those who took special courses, the areas covered by those courses, and their cost to Kiwanis. We shall be continuing this program during the 1980-81 administrative year.

We have found a fine young man who seems well equipped to become our new Circle K Administrator in the person of Robert Abramson. Bob is a graduate of Loyola with a BBA in Marketing with additional emphasis on communications and psychology. He comes to us from the International Association of Photoplate-makers which he had served for three years as Assistant Executive Director of Management Services. Bob came with us in time to attend the Circle K International Convention and has already established excellent relationships with the International leadership of Circle K. It is therefore my privilege to recommend:

Recommendation #1:

That the Board approve the appointment of Robert M. Abramson as Circle K International Administrator, retroactive to August 25, 1980.

(Adopted)

When our former Convention Manager resigned as of April 24, 1980, we named Nancy Segall as Acting Convention Manager. Nancy handled the responsibilities of managing our Kiwanis International Convention in Anaheim with a degree of expertise and dedication which we believe warrants promoting her to Convention Manager, retroactive to August 15, 1980. Prior to becoming Acting Convention Manager, Nancy had served as assistant to two convention managers for a total of six years, during which time she has demonstrated her ability to handle the complicated and often difficult problems which surface in planning for our Conventions and Councils as well as the regular routine of convention management. I therefore recommend:

Recommendation #2:

That the Board approve the appointment of Nancy Segall as Convention Manager, retroactive to August 15, 1980.

(Adopted)

Respectfully submitted,

R. P. "Reg" Merridew
International Secretary

REPORT OF THE EXECUTIVE DIRECTOR TO THE BOARD

It is now four months that I have been with Kiwanis International. I have experienced a Kiwanis International Convention, a Key Club Convention and a Circle K Convention. I have been involved in a convention site selection, headquarters relocation site selection, criteria analysis and evaluation of criteria. I have visited Vienna, the site of the 1983 International Convention as well as the Zurich office. I have been in attendance at three Board Meetings and at the New Orleans Planning Conference.

As planned by the Board, my first internal responsibilities were that of Bill Jepson's operations areas. On September the 1st, Bob Detloff's growth areas were added.

Originally, I had intended to spend some time in the Accounting Department. However, this has been limited to problem solving meetings other than a planned systematic study. Even less time has been spent studying our E.D.P. systems although I have been involved in many planning and strategy sessions, some of which were very peripheral.

A major issue has been relocation criteria studies and the possible general office sale, to which I have given a higher priority than to some administrative functions.

I am slowly getting to know our staff and some of the employees. Following council I plan to systematically visit with those I do not know as well. It is a pleasure to work with Reg Merridew, albeit the events of the past few months have not allowed as much liaison as both of us would have liked. I still have a great deal to learn; and Reg and I do plan to spend more time together in the next few months.

I consider the major priorities for the immediate future to be helping to bring the building issue to a satisfactory conclusion, continue to overview and study, establish goals and objectives for the E.D.P. and Finance Department and to continue to learn as much as possible about Kiwanis International in general. I hope to seek the counsel of the Board and Reg ever more in this regard.

Respectfully submitted,

P. N. Hanly
Executive Director

PNH:s11

SPECIAL MEETING OF THE 1979-80 BOARD OF TRUSTEES

DALLAS, TEXAS

Date of Meeting: July 31 - August 1, 1980

Place of Meeting: Amfac Hotel, Dallas-Fort Worth Airport, Dallas, Texas

Present - Board of Trustees: Mark A. Smith, Jr., Merald T. Enstad, Hilmar L. "Bill" Solberg, Drew M. Petersen, M.D., John T. Roberts, E. B. "Mac" McKitrick, R. P. Merridew, Albert L. Cox, Frank J. Di Noto, Allen M. Duffield, Warren H. Edwards, Aubrey E. Irby, Egon Kuzmany, Henry L. "Les" Myers, Jr., James B. Richard, C. E. "Pete" Thurston, Jr., and Donald E. Williams.

Also Present - Trustees-designate Mark Arthur, Jr., Harris G. Hunter and Anton J. "Tony" Kaiser; Executive Director P. N. Hanly

Not Present - Trustee J. Stewart and Trustee-designate Jean Ed. Friedrich

The Board of Trustees was called to a special meeting in Dallas, Texas by President Mark to look into the possibility of moving the General Office to a location near the Dallas-Fort Worth Airport. The newly-elected members of the 1980-81 Board were also invited to participate with all attending except Jean Friedrich who was unable to be with us because of previous commitments. Trustee Stew Wilson's health would not permit his attendance but he asked that we express his deep appreciation of the resolution passed by the Board at its Anaheim meeting, wishing him a quick return to good health.

All in attendance were taken by special bus to see the two sites previously recommended by the Board Committee on Property and Supplies, as well as the entire area in the vicinity of the Dallas-Fort Worth Airport. Immediately following dinner at 8:00 p.m. at the Amfac Hotel, presentations were made by J. L. Williams and by Trammel - Crow, the two developers selected by the Board Committee.

Both firms presented their proposals, based on the floor plans earlier suggested by the executive director, for a 60,000 square foot three-floor building. The Trammel - Crow proposal contained a total cost, exclusive of land costs, of \$2,776,050. The J. L. Williams bid for their version of the same building plans was \$2,598,517. The Board indicated informal preference for the Williams proposal.

The Board gave consideration to a proposal from the Near North Insurance Agency, Incorporated, and ultimately invited Terry McCollom, a Chicago realtor who is a Kiwanian and who represents the Near North Insurance Company, to appear before them to clarify his client's verbal proposal. It was then agreed that McCollom would return to his client and determine whether he would present a written offer of four million dollars net for the property with a five hundred thousand dollar payment as earnest money, with the understanding that the purchaser would make no reservation relative to the threatened condemnation by the Sanitary District Commission and would put same in writing.

Mr. McCollom having been asked to leave the meeting, the Board then authorized President Mark and Secretary Reg to sign that contract if tendered exactly as described in the foregoing paragraph. Mr. McCollom was invited to return and was advised of the Board's desires in the matter. He indicated that he would return to Chicago and determine whether his client would make such an offer in writing.

(Note: When the contract was received there were conditions relative to the condemnation contrary to the understanding and terms of authorized approval in Dallas. Therefore, that authorization was rescinded.)

Chairman Al Cox then gave the verbal report of the Property and Supplies Committee after which the Board discussed at some length the various cities which had been researched by the Committee as potential sites for the General Office. It was ultimately decided that the study should be restricted to Dallas and Chicago. President-designate Merald Enstad was asked to be responsible for an investigation into the greater Chicago area as a possible site and, at his request, Secretary Reg was given the staff responsibility. A full report on both Dallas and Chicago will be made at the next regular meeting of the Board during the last week in September.

It was then recommended, with the unanimous support of the Board, that the Board Committee on Property and Supplies be warmly complimented on the excellent job which has been done.

KIWANIS INTERNATIONAL - EUROPE LETTER A letter from Kiwanis International - Europe President-designate Chris Schaertlin expressing his concerns about the Kiwanis International Board's termination of its responsibilities for Egon L'Eplattenier as Kiwanis International's European Administrator was carefully considered and discussed. It was determined that no change would be made in the Board's previous action at Anaheim and Chicago, and that President-designate Merald would discuss it with the Kiwanis International - Europe leadership when he meets with their Board in October.

SELECTION OF NEW AUDITING FIRM

Mac McKitrick, in his capacity as treasurer and chairman of the Finance Committee, reported the receipt of two additional proposals from auditing firms which met the requirements formulated by the Committee, with the full concurrence of the Board, at the meeting in Anaheim. He indicated that the Committee wishes to make the following recommendation:

Recommendation #1:

It is recommended that the auditing firm of Wolf and Company of Elmhurst, Illinois, be named as auditors for Kiwanis International, Key Club International, Circle K International, and the Kiwanis International Foundation and that they begin immediately to prepare the official audit for our organizations for 1979-80.

(adopted)

OFFICIAL SIGNATURES

Chairman Mac pointed out the need for specific Board action to be taken to support the decision made at the Anaheim meeting of the Board with regard to official signatures.

Recommendation #2:

It is recommended that the following persons be designated to provide official signatures for Kiwanis International:

President	Director of Finance
Treasurer	Assistant Secretary - Operations
Secretary	Assistant Secretary - Growth
Executive Director	Assistant to International Secretary

It is also recommended that the number of signatures required to withdraw funds shall be any two of the above.

(adopted)

Our agenda having been completed, President Mark adjourned the meeting at 2:30 a.m. August 1, 1980.

KIWANIS INTERNATIONAL EXECUTIVE COMMITTEE

CONFERENCE CALL - ATLANTA, GEORGIA

Tuesday, August 12, 1980

Participants: Mark A. Smith, Jr., Chairman
Merald T. Enstad
Drew M. Petersen, M.D.
John T. Roberts
Hilmar L. "Bill" Solberg

Not Participating: Egon Kuzmany; E. B. "Mac" McKitrick

On Tuesday, August 12, 1980, President Mark met with Thomas Burke, of the firm of Burke and Ryan, who had been recommended as an attorney who specializes in condemnation cases. This type of legal representation was deemed necessary in view of the fact that the Metropolitan Sanitary District had notified us by registered mail of the intention of its Board to negotiate the purchase of 101 East Erie Street or institute condemnation proceedings under the right of eminent domain.

President Mark negotiated an agreement with Mr. Burke during their meeting in Atlanta on August 12 and subsequently telephoned the members of the Executive Committee to determine the wishes of the majority regarding the proposed agreement. All members of the Executive Committee having voted in favor of the proposal except Egon Kuzmany and "Mac" McKitrick, who proved to be unreachable, it is evident that the majority was in favor of the agreement which President Mark signed in behalf of Kiwanis International.

A copy of the agreement is attached as Exhibit A.

KIWANIS INTERNATIONAL

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

August 12, 1980

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PRESIDENT
MARK A. SMITH, JR.
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IMMEDIATE PAST PRESIDENT
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HENRY L. "LES" MYERS, JR.
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Louisville, Kentucky 40205

JAMES B. RICHARD
925 Rebecca Avenue
Wilkesburg, Pittsburgh, Pennsylvania 15221

C. E. "PETE" THURSTON, JR.
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

Burke and Ryan
33 North Dearborn Street
Chicago, Illinois. 60602

Gentlemen:

We hereby employ you to represent us in the matter of the acquisition by Metropolitan Sanitary District of our property designated as the southeast corner of Erie and Rush Streets and commonly known as 101 East Erie Street, Chicago, Illinois.

We agree to pay you as attorneys' fees for services rendered in this matter an amount equal to one-fifth (20%) of the increase obtained from the condemning body over the amount of Three Million Dollars (\$3,000,000) either by settlement or trial up to Four Million Dollars and forty percent (40%) of any amount over Four Million Dollars (\$4,000,000).

It is understood that there may be additional costs which we are to incur if it is necessary for this case to be tried, including appraisal fees, court costs and title reports. You will not incur any costs in excess of \$1,500 without approval.

You are authorized to file our appearance in any lawsuit resulting from any such acquisition proceedings and to do what you feel is necessary to effect a successful result.

It is understood that we shall have the final approval on any offers to settle this matter.

Dated this 12th day of August, 1980.

KIWANIS INTERNATIONAL

APPROVED:

BURKE AND RYAN

Mark A. Smith, Jr.
President

BY _____

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

September 28 - October 2 and 5, 1980

Date of Committee Meeting: September 30, 1980

Place of Committee Meeting: General Office

Present: Members - Frank J. Di Noto, Warren H. Edwards, Harris G. Hunter
Chairman - James B. Richard
Staff - Fay H. McDonald, Jerry Deas

Restructure of International Board

It has become the responsibility of this committee to present a plan for the restructure of the International Board. To assist this committee with this assignment, there were two joint sessions of this committee and the Special Past Presidents Committee on Kiwanis International Structure held on September 28 and 29, 1980. Your committee wishes to express to President Merald its appreciation for having the Special Committee in attendance at these two sessions.

It was the consensus of these joint meetings that the restructure of the International Board involves two basic areas - first, the composition of the Board; second, the development of a plan which makes possible a Board which provides an equitable representation from all areas of the Kiwanis world.

Further, it was the consensus that these two areas of restructure do not necessarily have to be implemented at the same time. Therefore, your committee believes that the amendment on the Restructure on Board Composition (Phase I) should be presented at the 1981 New Orleans Convention, that an Administrative Resolution on Worldwide Representation (Phase II) also should be presented. The Administrative Resolution would guide the Board in preparing the necessary amendments for the 1982 Minneapolis Convention on equitable representation.

The committee is considering three plans on equitable representation. Each of the plans has the following like characteristics:

- Board of Trustees would be 20 members:
 - 1 - President
 - 1 - President-elect
 - 1 - Immediate Past President
 - 2 - Vice-presidents
 - 15 - Trustees (each Trustee to serve only one three-year term)
- The Treasurer would be appointed by the Board.
- A member of the Board must have served as a governor of a district.

- No district or area may have more than one member on the Board of Trustees at any one time.
- There would be the assurance of representation on the Board from outside of the United States.

Attached as Exhibits A and B are the principles involved in the three plans.

Recommendation #1:

The committee recommends, as to Restructure of Board Composition (Phase I), that after a period of transition, the Board of Trustees shall consist of the following:

- 1 - President
- 1 - President-elect
- 1 - Immediate Past President
- 2 - Vice-presidents
- 15 - Trustees
- 20 - Total Board Members

and that the office of Treasurer be eliminated as an elective office and become an office appointed by the Board, and that the term of office for a Trustee be one three-year term; that the appropriate amendment be presented to the House of Delegates at a Kiwanis International Convention.

I move that recommendation 1 be adopted.

(Adopted) (See Summary for special discussion regarding Plan B-1.)

Since it is not possible at this Board meeting or at any subsequent Board meeting for this committee to develop the details of any Restructure of Board, it is necessary for this committee to meet between the end of this Board meeting and the next meeting of the Board.

Recommendation #2:

The committee recommends that it be authorized to hold a special meeting during the interim between this Board meeting and the January, 1981, Board Meeting for the purpose of developing the details of a plan of Restructure of the Board.

I move that recommendation 2 be adopted.

(Adopted) (It was agreed that there would be a budget adjustment of up to \$2500 to provide for this meeting.)

1980-81 Budgets

The committee reviewed the proposed Board, Administration and Structure budget and the Club Service budget. Several minor adjustments have been recommended by the committee to the Finance Committee.

Respectfully submitted,

FRANK J. DI NOTO

WARREN H. EDWARDS

HARRIS G. HUNTER

JAMES B. RICHARD, Chairman

PLAN A - ZONE ROTATION

1. Presupposes a Board composition of:

- 1 - President
- 1 - President-elect
- 1 - Immediate Past President
- 2 - Vice-presidents
- 15 - Trustees (each Trustee serving only one three-year term)
- 20 - Total Board members

- 2. A member of the Board must have served as a Governor of a district.
- 3. No zone may have more than one member of the Board of Trustees at any one time.
- 4. All officers above the level of Trustee shall be elected by the entire delegate body at an International Convention.
- 5. Whenever a member of the Board completes his term, the zone will not have a member of the Board in the succeeding administrative year and such zone will be placed at the bottom of the rotation list.
- 6. The Kiwanis world will be divided into 25 zones (with a Board of 20 members, 20 zones will be represented on the Board at any one time.) A zone would include one or more contiguous districts or comprise a geographical area.
- 7. Trustees would be elected from within the eligible zones.
- 8. One such composition of zones might be:

- Zone 1 - California-Nevada-Hawaii
- 2 - Texas-Oklahoma
- 3 - Florida
- 4 - Ohio
- 5 - Pacific Northwest
- 6 - New York
- 7 - Illinois-Eastern Iowa
- 8 - New England
- 9 - Carolinas
- 10 - Eastern Canada and the Caribbean
- 11 - Pennsylvania and New Jersey
- 12 - Indiana
- 13 - Capital and West Virginia
- 14 - Missouri-Arkansas and Kansas
- 15 - Michigan
- 16 - Wisconsin-Upper Michigan
- 17 - Kentucky-Tennessee and Louisiana-Mississippi-West Tennessee
- 18 - Georgia and Alabama
- 19 - Nebraska-Iowa and Minnesota-Dakotas
- 20 - Southwest and Rocky Mountain
- 21 - Utah-Idaho and Montana and Western Canada
- 22 - Europe
- 23 - South Pacific
- 24 - Far East
- 25 - At large outside of the above 24 zones (may include future districts)

PLAN A - ZONE

1. Presupposes a Board composition of:
 - 1 - President
 - 1 - President-elect
 - 1 - Immediate Past President
 - 2 - Vice-presidents
 - 15 - Trustees (each Trustee serving only one three-year term)
 - 20 - Total Board members
2. A member of the Board must have served as a Governor of a district.
3. No zone may have more than one member of the Board of Trustees at any one time.
4. All officers above the level of Trustee shall be elected by the entire delegate body at an International Convention.
5. The Kiwanis world will be divided into 20 zones. A zone would include one or more contiguous districts or comprise a geographical area. Such zones shall be primarily based on the number of clubs with no zone having less than 100 clubs.
6. Trustees would be elected from within their respective zones.
7. One such composition of zones might be:
 - Zone 1 - California-Nevada-Hawaii
 - 2 - Texas-Oklahoma
 - 3 - Florida
 - 4 - Ohio
 - 5 - Pacific Northwest
 - 6 - Illinois-Eastern Iowa & Indiana
 - 7 - New England & New York
 - 8 - Eastern Canada and the Caribbean
 - 9 - Pennsylvania and New Jersey
 - 10 - Capital and West Virginia
 - 11 - Missouri-Arkansas and Kansas
 - 12 - Michigan and Wisconsin-Upper Michigan
 - 13 - Kentucky-Tennessee and Louisiana-Mississippi-West Tennessee
 - 14 - Georgia and Alabama and Carolinas
 - 15 - Nebraska-Iowa and Minnesota-Dakotas
 - 16 - Southwest and Rocky Mountain
 - 17 - Utah-Idaho and Montana and Western Canada
 - 18 - Europe
 - 19 - South Pacific and Andean
 - 20 - Far East

PLAN B - SPECIFIED REPRESENTATION

1. Presupposes a Board composition of:
 - 1 - President
 - 1 - President-elect
 - 1 - Immediate Past President
 - 2 - Vice-presidents
 - 15 - Trustees (each Trustee serving only one three-year term)
 - 20 - Total Board members
2. A member of the Board must have served as a Governor of a district.
3. No district or area may have more than one member of the Board of Trustees at any one time.
4. All officers above the level of Trustee shall be elected by the entire delegate body at an International Convention.
5. Whenever a member of the Board leaves the Board after serving as an officer above the level of Trustee or when a member of the Board is unsuccessful in being elected to an office above the level of Trustee, the district or area from which he was elected shall not be eligible to have representation on the Board for the succeeding administrative year.
6. The members of the Board of Trustees would be as follows:
 - 15 or 16 from the United States
 - 1 from Canada
 - 1 from Europe
 - 1 from South Pacific and Far East
 - 1 or 2 non-U.S. elected at large
7. Election of Trustees would be as follows:
 - a. Trustees from the U.S. would be elected by all U.S. delegates at an International Convention.
 - b. Trustees from Canada, Europe and South Pacific-Far East area would be elected by those respective areas.
 - c. The non-U.S. Trustees elected at large by the delegate body at an International Convention through a method to be determined.

PLAN C - ELECTION AT LARGE

1. Presupposes a Board composition of:
 - 1 - President
 - 1 - President-elect
 - 1 - Immediate Past President
 - 2 - Vice-presidents
 - 15 - Trustees (each Trustee serving only one three-year term)
 - 20 - Total Board members

2. A member of the Board must have served as a Governor of a district.

3. No district may have more than one member of the Board of Trustees at any one time.

4. The officers above the level of Trustee could come from any district other than one represented by a Trustee.

5. Ten Trustees must be from United States Districts and five Trustees must come from non-U.S. Districts.

6. Whenever a member of the Board leaves the Board after serving as an officer above the level of Trustee or when a member of the Board is unsuccessful in being elected to an office above the level of Trustee, the district from which he was elected shall not be eligible to have representation on the Board for the succeeding administrative year.

7. All officers and Trustees would be elected by all delegates at an International Convention.

As an alternate, if the non-U.S. districts desire to elect one or more Trustees from specified areas outside of the United States, these districts may present an appropriate amendment to the Constitution and Bylaws of Kiwanis International to provide for a reasonable and equitable method for such election. Such election might be at the International convention, by mail ballot, or other conferences or conventions. In such event, at the International convention, the delegates from the specified areas would not vote for the other Trustees. All officers above the level of Trustee shall continue to be elected by all delegates at an International convention.

REPORT OF THE BOARD COMMITTEE ON CIRCLE K
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
September 28 - October 2 and 5, 1980

DATE OF COMMITTEE MEETING: October 1, 1980

PLACE OF COMMITTEE MEETING: General Office

PRESENT:

Members	- Harris G. Hunter
	Henry L. "Les" Myers, Jr.
Chairman	- Albert L. Cox
Staff	- Robert M. Abramson
	William H. Jepson

CIRCLE K STATISTICS

The Committee reviewed and compared the Circle K Statistics of 1979 versus 1980. It was shown that there are now 753 chartered Circle K Clubs compared to 729 at this time last year. There are 77 compared to 68 new clubs and 13,183 members versus 12,213 one year ago. It was also pointed out that there are 87 non-meeting clubs to date, as compared to 45 last year and \$69,180 in dues collected against \$69,900 last year. Individual letters are again being sent to those Kiwanis clubs whose sponsorship fee is delinquent.

REPORT ON THE 1980 INTERNATIONAL CONVENTION

The Committee reviewed the 1980 Silver Anniversary Convention of Circle K International and noted the attendance figure of 920 participants. The 25th Convention was held at The Adams Hotel in Phoenix, Arizona, August 17-20, 1980. The Committee also noted that the Convention ran quite smoothly and was well organized.

It is noteworthy to mention that this years convention was well represented with a number of International Officers. In attendance were President Mark A. Smith, Jr., President-designate Merald T. Enstad, and Board Members Aubrey E. Irby, Al Cox and Mark Arthur, Jr.

The Committee reviewed the resolutions as passed by the House of Delegates and found them acceptable. (Exhibit A)

CONSTITUTIONAL AMENDMENTS

The Committee reviewed the proposed amendments to the Circle K International Constitution as adopted by the Delegates to the 1980 Circle K International Convention. (Exhibit B)

Recommendation #1:

The Committee recommends that the proposed amendments to the Circle K International Constitution be approved.

I move that recommendation 1 be adopted.

(Adopted)

1980 INTERNATIONAL BOARD

The Committee reviewed the 1980 Circle K International Board Committees and the District Counseling Assignments and found them acceptable.

CIRCLE K CLUB CHARTER REVOCATIONS

The Committee reviewed the list of Circle K Clubs submitted for charter revocations. All sponsoring Kiwanis clubs agree that these charters should be revoked and the Circle K International Board also recommends revocation. (Exhibit C)

Recommendation #2:

The Committee recommends that the Circle K Club charters listing on Exhibit C be revoked.

I move that recommendation 2 be adopted.

(Adopted)

CIRCLE K CLUBS TO GO NON-MEETING

The Committee received the list of clubs recommended for non-meeting status and found it in order. (Exhibit D)

1980-81 BUDGET PROPOSAL

The Committee reviewed the 1980-81 budget proposal of the Circle K Department and agrees that the allocations as presented are necessary. The Committee expects the staff and the Circle K Board to strictly adhere to the budget as presented and plan their activities accordingly.

EXTENSION OF CIRCLE K INTERNATIONAL WORLDWIDE

The Committee discussed the extension of Circle K International Worldwide, and the feasibility of providing all Kiwanis clubs with the same rights and privileges in respect to sponsored youth, as those in North American districts. The Committee believes further investigation of the subject is necessary.

1980 LEADERSHIP TRAINING CONFERENCE

The plans for the 1980 Circle K Leadership Training Conference were reviewed by the Committee and were found to be acceptable. The Leadership Training Conference will be held in Chicago, October 17-19, 1980 at the Sheraton-Plaza Hotel. This year's program will be conducted by Mr. Phil Gugliuzza, Louisiana-Mississippi-West Tennessee Key Club District Administrator. Each district will be allowed to send two representatives. A third participant is allowed only if payment for the conference accompanies the registration form. The Leadership Training Conference is funded by the Kiwanis International Foundation. Al Cox will attend as Chairman of this Committee.

Respectfully submitted,

HARRIS G. HUNTER
HENRY L. "LES" MYERS, JR.
ALBERT L. COX, Chairman

CIRCLE K INTERNATIONAL CONVENTION
AUGUST 17-10, 1980 PHOENIX, ARIZONA

RESOLUTIONS

1. INTERNATIONAL ADMINISTRATOR

WHEREAS the size and scope of Circle K International activities require consistent and efficient leadership; and

WHEREAS the role of the Circle K International Administrator is significant to the leadership of Circle K; and

WHEREAS the Circle K International Administrator is appointed by Kiwanis International;

THEREFORE, BE IT RESOLVED that we, the delegates of this convention, respectfully request of Kiwanis International that greater effort be made toward maintaining continuity in the office of International Administrator.

PASSED (unanimous)

2. AMERICAN HOSTAGES

WHEREAS the holding of hostages in Iran is a great concern of the American people and her allies; and

WHEREAS this action and similar acts of International terrorism are a threat to world peace and brotherhood and a contradiction of the Ideals of Circle K International;

THEREFORE, BE IT RESOLVED that we, the delegates of this convention, do hereby condemn the holding of American hostages in Iran, and all acts of terrorism and violence.

PASSED

3. CIRCLE K EXPANSION

WHEREAS Circle K International is growing and expanding the role of community service in six countries; and

WHEREAS this continued growth is necessary to give Circle K new ideas and expand service and growth potential;

THEREFORE, BE IT RESOLVED that we the delegates of this convention encourage Kiwanis International to explore new countries for new Circle K International in order to expand the influence of the K-Family.

PASSED

4. DISTRICT PROJECTS

WHEREAS districts in our organization sponsor and support programs which address specific problems and needs of their communities; and

WHEREAS these programs have benefited these groups and the overall growth of K-Family Relations;

THEREFORE, BE IT RESOLVED that we the delegates of this convention encourage the continued growth and development of these District projects and

THEREFORE, BE IT FURTHER RESOLVED, that districts be encouraged to lend support to the projects and concerns of fellow districts.

PASSED (unanimous)

5. CIRCLE K THEME

WHEREAS "Caring...Life's Magic" is the theme of Circle K International for the 1979-81 administrative years; and

WHEREAS we feel that this theme represents not only the ideals of Circle K but also those of ourselves as individuals;

THEREFORE, BE IT RESOLVED that we, as delegates to this convention, do hereby encourage all Circle K members to carry the ideals of this theme in their hearts through the course of their lives.

PASSED

6. THE FAMILY UNIT

WHEREAS the family unit is an institution upheld by men and ordained by God; and

WHEREAS the family is recognized as the foundation of nations and civilizations; and

WHEREAS increasing divorce rates and abandoned homes are threatening the existence of the family unit in our society; and

THEREFORE, BE IT RESOLVED that we, the delegates of this anniversary convention, do hereby pledge ourselves and our organization to protect and preserve the family ideal in our homes, communities and nations.

PASSED

7. CLUB PROJECTS

WHEREAS Circle K International is an organization which strives for the overall betterment of our societies;

WHEREAS the current emphasis program concentrates heavily on children; and

WHEREAS the problems of any one portion of our societies are the problems of all;

THEREFORE, BE IT RESOLVED that Circle K International encourages clubs to remember the problems of the elderly, needy, and handicapped when planning their club projects and programs.

PASSED

8. K-FAMILY

WHEREAS Circle K International is an integral part of the K-Family; and

WHEREAS much of the success of Circle K is generated thru its involvement in K-Family Relations; and

WHEREAS our total service output can be greatly increased thru additional K-Family interactions;

THEREFORE, BE IT RESOLVED that we the delegates of the 25th Annual Circle K International Convention encourage clubs to involve members of other K-Family organizations in their projects and activities; and to involve themselves in the projects and activities of the other K-Family organizations.

9. ADMINISTRATOR BRUCE TURNMIRE PASSED

WHEREAS Bruce Turnmire has served in the capacity of Circle K International Administrators; and

WHEREAS has professional expertise and has furthered the cause of this organization by shedding new light on the theme "Caring...Life's Magic";

THEREFORE, BE IT RESOLVED that we the delegates to this 25th Anniversary convention, representing the entire membership of Circle K International, recognize the great effort and achievements that Bruce has unselfishly given of himself.

10. PAST PRESIDENTS PASSED

WHEREAS much of the current strength of Circle K is a result of our heritage of leadership on the International level; and

WHEREAS our International Presidents have guided the growth and development of Circle K for the past 25 years; and

WHEREAS many of those past presidents have made substantial personal sacrifices to join us here in Phoenix;

THEREFORE, BE IT RESOLVED that the delegates to this 25th Annual Convention of Circle K International wish to express our sincere appreciation to all our Past International Presidents, and especially to those who attended this convention.

11. INTERNATIONAL PRESIDENT PASSED

WHEREAS the duties and responsibilities of the office of International President are great; and

WHEREAS the President needs to give and has given greatly of himself this past year; and

WHEREAS Circle K International would not be able to function without an effective President;

THEREFORE, BE IT RESOLVED that we the participants of this 25th Annual Convention express our thanks to Mark Musso for all of his commitment and dedication to Circle K. PASSED

12. INTERNATIONAL VICE PRESIDENT

WHEREAS an International Vice President's responsibilities take considerable efforts; and

WHEREAS these responsibilities have been carried out with much dedication this year;

THEREFORE, BE IT RESOLVED that this convention sincerely thank Vice Presidents Jeanne, Karen, Cathy, Joan, Gary, Tom, Howard, Peck, and Eric for their contributions to Circle K International.

PASSED

13. INTERNATIONAL SECRETARY

WHEREAS the duties and responsibilities of an International Secretary are great, and

WHEREAS the Secretary needs to give and has given of herself during this past year;

THEREFORE, BE IT RESOLVED that the participants of the 25th Anniversary Convention express our heartfelt thanks to Bernice Gould for her concern and dedication to Circle K.

PASSED

14. HISTORY OF CIRCLE K

WHEREAS Howard Dewald has compiled a 25 year history of Circle K International; and

WHEREAS Howard's time and effort has given Circle K members a pride in their history;

THEREFORE, BE IT RESOLVED that we, the delegates of the 25th Anniversary Circle K Convention, thank Howard Dewald.

PASSED

15. ADMINISTRATOR'S SECRETARY

WHEREAS the job of Secretary to the Administrator of Circle K International is a job requiring tremendous dedication and perseverance, hard work and long hours; and

WHEREAS this job has been performed admirably this year, through many extraordinary times, and

WHEREAS many of the day to day operations of the office are performed entirely by the Secretary;

THEREFORE, BE IT RESOLVED that the membership of Circle K International extends its deepest appreciation, gratitude and love to Toni Pedroza, Secretary to the Administrator of Circle K International.

PASSED

16. KIWANIS INTERNATIONAL FOUNDATION

WHEREAS The Kiwanis International Foundation has been generous in their financial support of Circle K International; and

WHEREAS they have once again made the Chicago International Leadership Training Conference possible; and

WHEREAS the Foundation has also provided for the Regional Training Conferences for Circle K Governors and Administrators;

THEREFORE, BE IT RESOLVED that we, the delegates to the 25th Anniversary Convention of Circle K International, gratefully appreciate their support, time, and effort that they have unselfishly given to Circle K International.

PASSED

17. SPEAKERS

WHEREAS the guest speakers and program participants at the 25th Anniversary Convention of Circle K International, especially The Honorable James E. Johnson, Mark Musso, Merald T. Enstad, Jeff Magone, Howard Hendrick, who have informed and inspired us through their presentations; and

WHEREAS the guest speakers at the various workshops have enlightened us into new ways of service;

THEREFORE, BE IT RESOLVED that we, the delegates to this convention, appreciate their sacrifice of time, thank them for sharing their knowledge and thoughts on Circle K service, and wish them the best of luck in their future endeavors.

PASSED

18. KIWANIS INTERNATIONAL BOARD COMMITTEE ON CIRCLE K

WHEREAS the members of the Kiwanis International Board Committee on Circle K have worked with and given guidance to the Circle K International Board; and

WHEREAS they have contributed to the successful administration of Circle K International this year;

THEREFORE, BE IT RESOLVED that we, the delegates to this convention, express our sincere thanks to Aubrey E. Irby, Chairman, John T. Roberts, and Hilmar L. Solberg.

PASSED

19. INTERNATIONAL COMMITTEE ON CIRCLE K CLUBS

WHEREAS the International Committee on Circle K Clubs has worked diligently in expanding Kiwanis and Circle K relations; and

WHEREAS they have contributed greatly to the growth and development of Circle K International;

THEREFORE, BE IT RESOLVED that we, the delegates to this convention, recognize and appreciate the efforts of Roscoe R. Payne, Chairman, Dr. Myral C. Coatney, Eugene Maier, R. D. Gustafson and Brian Mc Garry.

PASSED

20. CIRCLE K STAFF

WHEREAS the Circle K staff has done a fine job in administration, publications, membership development, and education of Circle K; and

WHEREAS they have put in extensive efforts and dedication throughout the administrative year and especially during this convention;

THEREFORE, BE IT RESOLVED that we, the delegates of this convention, extend our gratitude to Bill Jepson, Rick Christopher, Scott Pemberton, Greg Stanmar, Paul Leonard, Dennis Shafer and Lynne Schwartz.

PASSED

21. ADAMS HOTEL

WHEREAS the 1980 International Circle K Convention has been held in the Phoenix Adams Hotel; and

WHEREAS the hotel staff has provided more than adequate services for the success of this, the greatest International Convention in Circle K history;

THEREFORE, BE IT RESOLVED that the 25th Anniversary Circle K Delegates express their appreciation to the Phoenix Adams Hotel.

PASSED

22. SOUTHWEST DISTRICT

WHEREAS the tremendous success of the 25th Anniversary Convention of Circle K International was contingent upon the dedication and devotion of the host district; and

WHEREAS Kathi Stefanu, Circle K Coordinator, and Dr. Marcus Marble, Kiwanis International Coordinator, and their committees have worked diligently in preparing for this convention; and

WHEREAS the Southwest District of Kiwanis and Circle K joined forces in providing to all the members of Circle K International;

THEREFORE, BE IT RESOLVED that the delegates of the 25th Annual Convention extend their gratitude to the host committee, and the Southwest District.

PASSED

25TH ANNUAL CIRCLE K INTERNATIONAL CONVENTION
CONSTITUTIONAL AMENDMENTS
HOUSE OF DELEGATES
PHOENIX, ARIZONA

ARTICLE VIII, Section 1

(current reading)

Amendments to this Constitution and Bylaws may be made at a convention of Circle K International by a two-thirds (2/3) vote of the delegates and delegates-at-large voting. Proposed amendments may be submitted by Circle K members, Circle K clubs, Circle K districts, and by the Board of Officers and shall be received by the Secretary and the Administrator no later than April 15 annually. The administrator will send a copy of all proposed amendments to the president of each chartered club by no later than May 1, and only these proposed amendments will be considered by the House of Delegates. All amendments adopted by the House of Delegates at an International Convention will be referred to the appropriate Board Committee of Kiwanis International.

ARTICLE VIII, Section 1

(proposed reading)

Amendments to this Constitution and Bylaws may be made at a convention of Circle K International by a two-thirds (2/3) vote of the delegates and delegates-at-large voting. Proposed amendments may be submitted by Circle K members, Circle K clubs, Circle K districts, and by the Board of Officers and shall be received by the Administrator no later than April 15 annually. The administrator will send a copy of all proposed amendments to the president of each chartered club by no later than May 1, and only these proposed amendments will be considered by the House of Delegates. All amendments adopted by the House of Delegates at an International Convention will be referred to the appropriate Board Committee of Kiwanis International.

(Submitted by Bernice Gould, Secretary
Circle K International)

PASSED

ARTICLE III, Section 2

(current reading)

A Circle K club may be chartered at any institution which offers courses leading to a baccalaureate or post-baccalaureate degree. Circle K clubs may also be chartered at vocational technical schools that have received a technical certification by state or provincial boards of education. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International and shall be signed by at least fifteen (15) students eligible for membership and endorsed by an administrative officer of the institution in which the prospective club would exist. Each petition shall certify that the prospective club has adopted and complied with the provisions of the Standard Form for Club Bylaws, modified only as approved by the Officers of Circle K International and has agreed to be bound by the Constitution of this organization as adopted and amended. Upon completion of these requirements, the prospective club shall be issued a Charter of Membership in this organization.

ARTICLE III, Section 2

(proposed reading)

A Circle K club may be chartered at any insitution which offers courses leading to a baccaluareate or post-baccalaureate degree. Circle K clubs may also be chartered at vocational technical schools that have received a technical certification by state or provincial boards of education. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International and shall be signed by at least fifteen (15) students eligible for membership and endorsed by an administrative officer of the institution in which the prospective club would exist. Each petition shall certify that the prospective club has adopted and complied with the provisions of the Standard Form for Club Bylaws, modified only as approved by the Officers of Circle K International and has agreed to be bound by the Constitution of this organization as adopted and amended. Upon completion of these requirements, the prospective club shall be issued a Charter of Membership in this organization. The postmarked date of the Petition of Charter shall serve as the official date of the Charter of Membership.

(Submitted by Mary Ann J. Higgins, King's College, Pennsylvania District; Cindy Satterfield, Ohio State University, Ohio District; Jim Nachman, Virginia Commonwealth University, Capital District)

PASSED

ARTICLE III, Section 5, paragraph (c)
(current reading)

NONE

ARTICLE V, Section 1
(current reading)

The officers of this organization shall be a President, a Secretary, and nine (9) Vice-Presidents (effective at the close of the 1977 Circle K International Convention). Each officer shall be an active member in good standing of a member club during his term of office. No officer of this organization shall serve concurrently in an office in a member club or district within this organization.

ARTICLE III, Section 5, paragraph (c)
(proposed reading)

In no instance shall a local Circle K Club place a "maximum" limit on it's membership, or have any special requirements for membership which may lead to discrimination based on race or sex.

(Submitted by Eric G. Paul, Vice President)

PASSED

ARTICLE V, Section 1
(proposed reading)

The officers of this organization shall be a President, a Secretary, and nine (9) Vice-Presidents. Each officer shall be an active member in good standing of a member club during his term of office. No officer of this organization shall serve concurrently in an office in a member club or district within this organization.

(sentence deleted)

(Submitted by Eric Paul, Vice President)

PASSED

ARTICLE IV, Section 8, paragraph (a)

(current reading)

Each club shall pay to the district of which it is a member, a sum established by the delegates at the district convention. In no case shall the total district dues exceed \$5.00 per annum per member.

ARTICLE IV, Section 8, paragraph (a)

(proposed reading)

Each club shall pay to the district of which it is a member, a sum established by the delegates at the district convention. In no case shall the total district dues exceed \$7.00 per annum per member.

(Submitted by Jim Nachman, Virginia Commonwealth University, Capital District; Mary Ann J. Higgins, King's College, Pennsylvania District; Cindy Satterfield, Ohio State University, Ohio District; Cheryl Hyché, University of Alabama, Alabama District)

PASSED

CLUBS TO BE REVOKED
AUGUST, 1980

EXHIBIT C

CIRCLE K CLUB

KIWANIS SPONSOR

CALIFORNIA-NEVADA-HAWAII

Bakersfield College
California State University-Fresno
Claremont Colleges
Golden West College
Long Beach City College
Los Angeles Southwest Junior College
Mira Costa College
Saint Mary's College
San Joaquin Delta College

Westchester, Bakersfield, CA
Fresno, CA
Claremont, CA
Westminster, CA
Uptown Long Beach, CA
Southwest Los Angeles, CA
Oceanside, CA
Moraga Valley, Moraga, CA
Stockton, CA

CAPITAL

American University
Anne Arundel Community College
Rappahannock Community College-North

Northwest Washington, S.C.
Severna Park, MD
Tappahannock-Warsaw, VA

CAROLINAS

Davidson County Community College
Guilford Technical Institute
Methodist College
Spartanburg Methodist College
Salem College

Lexington, NC
High Point, NC
Cumberland-Fayetteville & Fayetteville, NC
Spartanburg, SC
Winston-Salem, Stratford, NC

FLORIDA

Broward Community College, Central
Florida Junior College-Jacksonville
Lake City Community College
Pasco-Hernando Community College-Brooksville

Fort Lauderdale Beach, FL
Jacksonville, FL
Lake City, FL
West Hernando, FL

ILLINOIS-EASTERN IOWA

Southeastern Illinois College

Harrisburg, IL

INDIANA

Indiana University-Purdue Regional Campus

Northeast Fort Wayne, IN

KANSAS

Hesston College
Kansas Newman College

Hesston, KS
West Wichita, KS

KENTUCKY-TENNESSEE

Carson-Newman College

Jefferson City, TN

LOUISIANA-MISSISSIPPI-WEST TENNESSEE

Jefferson Davis Junior College
Mississippi Delta Junior College

Gulfport & Biloxi & Edgewater Park, MS
Indianola, MS

MICHIGAN

Detroit Institute of Technology
Kalamazoo Community College

Detroit Kiwanis Club No. 1, MI
Kalamazoo, MI

MISSOURI-ARKANSAS

The Lindenwood Colleges
Missouri Valley College
Philander Smith College
School of the Ozarks
Southern Baptist College
University of Central Arkansas

St. Charles & Frontier, St., Charles, MO
Marshall, MO
Southwest Little Rock; AR
Branson, MO
Walnut Ridge, AR
Conway, AR

NEW ENGLAND

Massachusetts College of Pharmacy

Boston, MA

NEW JERSEY

Middlesex County College
Stockton State College

Piscataway, NJ
Atlantic City, NJ

NEW YORK

Colgate University
Rockland Community College

Waterville, NY
Suffern, NY

OHIO

Lorain County Community College

Grafton-Midview, OH

PENNSYLVANIA

Bucknell University

Lewisburg, PA

ROCKY MOUNTAIN

Nebraska Western College

Scottsbluff, NE

SOUTHWEST

Phoenix College

Papago, Phoenix, AZ

TEXAS-OKLAHOMA

Bartlesville Wesleyan College
North Harris County Community College
Northwestern State College

East Bartlesville, OK
Houston Intercontinental, TX
Alva, OK

UTAH-IDAHO

Southern Utah State College

Cedar City, UT

WISCONSIN-UPPER MICHIGAN

Gateway Technical Institute

Kenosha, WI

CLUBS TO BE MADE NON-MEETING
AUGUST, 1980

CIRCLE K CLUBALABAMA

Brewer State Junior College

CALIFORNIA-NEVADA-HAWAII

California State University, Los Angeles

Chaffey College

Cypress College

Grossmont College

San Jose State University

CAPITAL

Christopher Newport College

Virginia Western Community College

CAROLINAS

Baptist College at Charleston

The Citadel

University of South Carolina-Aiken

FLORIDA

Polk Community College

Saint John's River Junior College

INDIANA

Butler University

KANSAS

Butler County Co-munity College

*Washburn University

KENTUCKY-TENNESSEE

*Lincoln Memorial University (TN)

LOUISIANA-MISSISSIPPI-WEST TENNESSEE

Jackson County Junior College

Meridian Junior College

Southern University

MICHIGAN

Jackson Business University

MINNESOTA-DAKOTAS

*Bismarck Junior College

Dakota State College

Dakota Wesleyan University

Minot State College

Mount Marty College

North Dakota State School of Science

KIWANIS SPONSOR

Greater Tuscaloosa, AL

Boyle Heights, Los Angeles, CA

Montclair, CA

Stanton, CA

La Mesa & El Cajon Valley, CA

San Jose, CA

Newport News & Peninsula Newport News, VA

Roanoke, VA

North Charleston, SC

Charleston, SC

Aiken, SC

Winter Haven-Cypress Gardens, FL

Palatka, FL

North Indianapolis, IN

El Dorado & El Dorado, Bluestem, KS

Topeka, KS

Middlesboro, KY

Pascagoula, MS

Meridian, MS

Baton Rouge-Early Risers, LA

Jackson, MI

Bismarck, ND

Madison, SD

Mitchell, SD

Minot, ND

Yankton, SD

Wahpeton, ND

MISSOURI-ARKANSAS

Cottey College
Evangel College

Nevada, MO
Springfield South, MO

MONTANA

*Eastern Montana College
*Flathead Valley Community College
*Miles Community College

Yellowstone, Billings, MT
Glacier, Kalispell, MT
Miles City, MT

NEW ENGLAND

University of Lowell

Lowell, MA

NEW JERSEY

Kean College
Monmouth College
William Paterson College of New Jersey

Elizabeth, NJ
Tinton Falls, NJ
Passaic Valley, NJ

NEW YORK

Concordia College
Fordham University, Lincoln Center
Herbert H. Lehman College
Marymount College
SUNY College at Cortland

Eastchester, NY
New York City, NY
East Yonkers, NY
North Tarrytown-Tarrytown, NY
Cortland, NY

PACIFIC NORTHWEST

Eastern Oregon College
Warner Pacific College

La Grande, OR
Mount Scott, Portland, OR

PENNSYLVANIA

*Philadelphia College of Textiles & Science
Widener College

Germantown, Philadelphia, PA
Chester, PA

ROCKY MOUNTAIN

*Nazarene Bible College

Colorado Springs, CO

TEXAS-OKLAHOMA

Phillips University
Sul Ross State University
Texas Eastern University
Wharton County Junior College

Enid, OK
Alpine, TX
Tyler-Rose City, TX
Wharton, TX

UTAH-IDAHO

College of Southern Idaho

Twin Falls, ID

WISCONSIN-UPPER MICHIGAN

*Wisconsin State University-Platteville

Platteville, WI

*Retain club on non-meeting status

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

September 28 - October 2 and 5, 1980

Date of Committee Meeting: October 1, 1980

Place of Committee Meeting: General Office

Present: Members - E.B. "Mac" McKittrick, John T. Roberts
Chairman - Aubrey E. Irby
Staff - R.P. Merridew, P.N. Hnaly, Nancy Segall

I. New Orleans, 1981

A. Budget

The Committee reviewed the budget and will inform the Finance Committee of any possible changes to be recommended.

With and increase in registration fee of \$10.00 per man, our revenue would be increased by \$75,000, which will be sufficient to cover our anticipated budget requirements.

Recommendation #1:

That the registration fee for the New Orleans Convention be \$55.00 per man and \$20.00 per woman effective December 1, 1980.

(Adopted) (11 for, 5 opposed--Kaiser, Richard, and Smith requested to be recorded as voting against.)

B. Headquarters Hotels

The headquarters hotel assignments were presented to the Committee with the adjusted room rates. All properties have excellent facilities, are located a convenient distance from the Superdome, and will hold slightly more than 65% of the districts' quotas. (See Exhibit A)

C. Superdome

1. It is the feeling of the Committee that both the exhibit hall and the General Sessions should be located in the arena. The Committee agrees that we should close the exhibit hall during the General Sessions to eliminate the noise and light factors generated from the hall if it were left open. The exhibitors will be notified from the outset of these shorter hours. The Convention Manager will determine another location, outside the exhibit hall, for the Supplies booth and the Information and Outing booth so that we do not cut off sales during the General Sessions.

2. We are now charging outside and fund-raising exhibitors \$100 each to cover the costs of their booths. The Committee agrees that we should increase this amount to \$150.

D. Superstar Night

Marvin Himmel presented his suggestions for entertainers, and the Committee agrees that either Perry Como or Johnny Cash would be most acceptable. It is difficult to get a commitment from them so far in advance, but Marv Himmel will continue to pursue a contract with one of them.

E. Wednesday Night Entertainment

The Committee agrees that Al Hirt and Pete Fountain in concert should be the entertainment for Wednesday night. The cost of this show would be \$15,000, which is within budget.

F. Shuttle Bus Proposals

After receiving bids from three shuttle companies, the Convention Manager has determined that we will require a budget of \$37,000 to handle the shuttle. There will be no charge for the shuttle bus service to Kiwanians and their families.

G. Pre-Convention Activities

1. President's Reception for Past International Officers

The Committee agrees that this should remain a heavy hors d'oeuvres reception, with which President Merald was in complete accord.

2. Ladies Council Brunch

At the suggestion of President Merald, the Committee decided to reinstate this function.

H. Speaker and Decency Award Recipient

If either Perry Como or Johnny Cash appears as a Superstar entertainer, the Committee suggests that either of them is a qualified recipient of the Decency Award.

II. Convention Sites, 1987

The Committee has instructed the Convention Manager to survey Vancouver, Portland and Denver before the next Board Meeting to determine their acceptability as convention sites for 1987.

III. Phoenix, 1984

We have now received confirmation that Phoenix is able to host our convention one week later than the dates originally approved by the Board.

Recommendation #2:

That the Phoenix Convention be moved from June 17-20, 1984 to the following week of June 24-27, 1984.

(Adopted)

IV. Registration Report

The Committee recommends that the weekly registration report be produced in order of percentages of goals attained rather than in alphabetical order by district. The Committee will instruct this change to be made by the Data Processing Department, which had previously indicated that this method could be adopted.

Respectfully submitted,

E.B. "Mac" McKittrick

John T. Roberts

Aubrey E. Irby, Chairman

66TH ANNUAL KIWANIS INTERNATIONAL CONVENTION

New Orleans, Louisiana
June 28 - July 1, 1981

HEADQUARTERS HOTELSFAIRMONT - \$62

Jordan
Louisiana-Mississippi-West Tennessee
Michigan
New England
Philippine South
Puerto Rico
Republic of China

HILTON - \$65

Africa
Alabama
Australia
Belize
Council of Korea
Illinois-Eastern Iowa
Kentucky-Tennessee
Philippine Luzon
Rocky Mountain
Texas-Oklahoma
Wisconsin-Upper Michigan

HOWARD JOHNSON'S - \$56

West Virginia

HYATT REGENCY - \$55/\$65

Andean
Costa Rica
Dominican Republic
Eastern Canada & the Caribbean
El Salvador
Florida
Guatemala
Guyana
Minnesota-Dakotas
Nebraska-Iowa
New Jersey
Nicaragua
Turks & Caicos Islands
Western Canada
Official Family

INTERNATIONAL - \$58/\$62

Ohio

LE PAVILLON - \$52/\$62

Council of Singapore-Malaysia-Thailand
Hong Kong
Montana
Pennsylvania
Utah-Idaho

MARRIOTT - \$64

Brazil
California-Nevada-Hawaii
Council of Argentina
Georgia
India
Indiana
Missouri-Arkansas
New York
New Zealand
Panama
Southwest

MONTELEONE - \$60

Austria-Germany
Benelux-France-Monaco
England
Greece
Iceland
Ireland
Italy-Malta
Norden
Portugal
Spain
Switzerland-Liechtenstein
Tunisia

ROYAL ORLEANS - \$65/\$75

Carolinas
Guam
Israel
Pacific Northwest
Saipan

ROYAL SONESTA - \$73

Bermuda
Capital
Japan
Kansas

REGISTRATION BY DISTRICT

CR302

65TH ANNUAL CONVENTION - KIWANIS INTERNATIONAL

WEEK ENDING MAY 30, 1980

REPORT NO. 15

DISTRICT	M E N		W O M E N		T O T A L		QUOTA	PER- CENT %	---PREVIOUS YEAR---		
	WEEK	Y.T.D.	WEEK	Y.T.D.	WEEK	Y.T.D.			Y.T.D.	QUOTA	PERCENT
ALABAMA	1	78	0	47	1	125	180	69.4	157	207	75.8
ANDEAN	0	3	0	3	0	6	14	42.9	2	7	28.6
AUSTRALIA	0	10	0	8	0	18	9	*200.0	1	8	12.5
AUSTRIA-GERMANY	0	2	0	1	0	3	0		2	0	
BENELUX-FRANCE-MONACO	0	30	0	24	0	54	0		22	0	
CALIFORNIA-NEVADA-HAWAII	78	1,858	33	1,375	111	3,233	5,480	59.0	887	817	108.6
CAPITAL	3	162	2	112	5	274	276	99.3	446	527	84.6
CAROLINAS	0	163	0	133	0	296	227	*130.4	405	421	96.2
EASTERN CANADA AND THE CARIBBEAN	6	172	3	130	9	302	176	*171.6	1,104	1,621	68.1
FLORIDA	14	312	8	212	22	524	489	*107.2	787	762	103.3
GEORGIA	1	141	2	104	3	245	287	85.4	340	396	85.9
ICELAND	0	0	0	0	0	0	0		0	0	
ILLINOIS-EASTERN IOWA	7	267	4	177	11	444	628	70.7	608	667	91.2
INDIANA	5	154	4	118	9	272	286	95.1	440	409	107.6
INTERNATIONAL EXTENSION	2	10	0	3	2	13	0		17	0	
ITALY-MALTA	0	0	0	0	0	0	0		0	0	
JAPAN	0	7	0	2	0	9	3	*300.0	2	3	66.7
KANSAS	1	109	1	90	2	199	211	94.3	189	185	102.2
KENTUCKY-TENNESSEE	3	139	0	102	3	241	298	80.9	374	436	85.8
KIWANIS INTERNATIONAL EUROPEAN FEDERATION	0	0	0	0	0	0	0		0	0	
LOUISIANA-MISSISSIPPI-WEST TENNESSEE	4	174	3	138	7	312	271	*115.1	289	311	92.9
MICHIGAN	3	222	1	154	4	376	361	*104.2	734	677	108.4
MINNESOTA-DAKOTAS	4	123	1	91	5	214	185	*115.7	229	271	84.5
MISSOURI-ARKANSAS	7	122	4	94	11	216	323	66.9	240	353	68.0
MONTANA	0	50	0	39	0	89	108	82.4	76	96	79.2
NEBRASKA-IOWA	5	127	6	107	11	234	246	95.1	271	354	76.6
NEW ENGLAND	3	142	0	110	3	252	136	*185.3	363	365	99.5
NEW JERSEY	2	131	1	90	3	221	197	*112.2	359	335	107.2
NEW YORK	9	277	7	175	16	452	294	*153.7	1,067	914	116.7
NEW ZEALAND	0	10	0	8	0	18	14	*128.6	23	11	209.1
NCRDEN	0	4	0	1	0	5	0		22	0	
OHIO	6	236	5	171	11	407	473	86.0	791	917	86.3
PACIFIC NORTHWEST	12	260	8	193	20	453	303	*149.5	263	219	120.1
PENNSYLVANIA	2	132	1	95	3	227	203	*111.8	507	470	107.9
PHILIPPINE LUZON	0	3	0	2	0	5	18	27.8	1	17	5.9
PHILIPPINE SOUTH	0	2	0	1	0	3	20	15.0	3	24	12.5
REPUBLIC OF CHINA	0	0	0	0	0	0	4		0	3	
ROCKY MOUNTAIN	8	107	6	84	14	191	199	96.0	153	203	75.4
SCOUTHWEST	8	191	4	152	12	343	391	87.7	216	233	92.7
SWITZERLAND-LIECHTENSTEIN	0	4	0	4	0	8	0		6	0	
TEXAS-OKLAHOMA	6	275	5	221	11	496	625	79.4	507	645	78.6
UTAH-IDAHO	4	81	3	65	7	146	174	83.9	98	76	128.9
WEST VIRGINIA	2	32	2	23	4	55	46	*119.6	144	135	106.7
WESTERN CANADA	1	43	1	43	2	86	58	*148.3	143	94	152.1
WISCONSIN-UPPER MICHIGAN	5	100	2	74	7	174	194	89.7	328	334	98.2
T O T A L S	212	6,465	117	4,776	329	11,241	13,407		12,616	13,523	

* REACHED QUOTA
PREVIOUS Y.T.D. TOTALS BASED ON JUNE 1, 1979

REPORT NO. 15

Exhibit B

REPORT OF BOARD COMMITTEE ON DATA PROCESSING TO THE
MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
SEPTEMBER 28-OCTOBER 3, 1980

Date of Committee Meeting: September 29, 1980

Place of Committee Meeting: General Office

Present: Members - Jean Ed. Friedrich, James B. Richard

Chairman - Donald E. Williams

Staff - James W. Kinkade

The Committee reviewed background materials on the establishment of Data Processing Services that started in 1962, and the many changes that have taken place since then.

The Personnel structure of the Data Processing Department and its relationship to current automated services was also reviewed. Currently, the Data Processing Department is providing automated services to sixteen departments of the General Office, in addition to the many services for the Districts. Since the establishment of the E.D.P. District Secretaries Advisory Committee in 1978, many new concepts of automated services have been implemented, the newest being the combined International and District Membership Dues Billing System that started in April of 1980. New and revised Data Processing services that are recommended by this committee are aimed at reducing or stabilizing district operating expense, and improving the productivity of service to clubs, districts, and the General Office.

Currently, the following automated services are provided to the districts (NOTE: All but items 3 and 4 are provided at no charge):

1. Combined Membership Dues Billing Rosters
2. Monthly Membership Activity Listings
3. District Membership Bulletin Mailing Labels
4. Club President and Secretary Mailing Labels
5. Honorary Membership Listings
6. Club President and Secretary Activity Listings
7. Certified Paid Membership Dues Report

DATA PROCESSING DEPARTMENT PERSONNEL RESTRUCTURE

Effective October 1, 1980, the Circulation Department will be fully responsible for the day-to-day administration of club and membership records, through the services of Data Processing. The Circulation Department along with support personnel will report to William H. Jepson. The major responsibilities of the Circulation Department are as follows:

- A. Coordination, distribution, and reconciliation of the Semi-Annual Billing of clubs for International and District Membership Dues.

- B. Processing of new club and membership information.
- C. Corresponding with clubs and districts relative to club and membership information.
- D. Club and Membership Services for Districts.
- E. Kiwanis Magazine distribution and related services.
- F. Production of the International Directory.
- G. Administrative guidelines for club officers and maintaining club and membership records in the General Office.

AUDIO/VISUAL SLIDE TRAINING PROGRAM FOR CLUB OFFICERS

The Committee was advised that the Program Development Department has assigned this project for 1980-81. A feasibility and implementation report should be available by the April Board Meeting. Funds were not available in 1979-80 budget to conduct the required study.

SYSTEMS AND PROGRAMMING PROJECTS

The following projects have been completed and are now in-production, or in the process of implementation.

- A. Automatic General Ledger Posting System - The manual method of recording financial information has been replaced with an automatic system that is generated by the computer on a daily basis. This insures a timely and accurate recording of financial information. This new system is now in full production.
- B. Prepaid New Member Processing Fees, Honorary and Non-Member Subscriptions to the Kiwanis Magazine, and Subscriptions to the Bulletin for Kiwanis Officers - The change from charge account systems to a cash system required a multitude of changes to our program systems, as well as many operational procedures. These changes are now in full production.
- C. Delinquent Club Account Reports - A complete series of computerized reports of delinquent club accounts have been developed and are provided to the Finance Department on a monthly basis. The need for delinquent reports of this nature should diminish considerably with the continuation of the prepaid policies.
- D. Kiwanis Magazine Audit Service - The Kiwanis Magazine is audited on an annual basis. The computer is used to provide various statistical reports and listings to aid the auditor, this reduces the auditing time and subsequently the audit fee. This year the audit firm required a field audit to verify the magazine distribution figures. This new audit criteria required several modifications to the current computer programs, as well as development of several new programs. This projects was completed in June.
- E. Cash/Credit Card Supply Sales - This required major systems and programming changes to complete. Additional adjustments to computer programs as well as operational procedures may be required as the system is implemented. This is what is known as a refinement period, and usually lasts about one month.

- F. Attachment of Non-Districted Clubs - This service also involved major changes to many automated systems, as well as several operational procedures. The actual changes to the computer's club and membership records will take effect on October 15, 1980. Revised club and membership statistical reports will be provided at that time.
- G. Financial Reporting System - 1980-81 will be the second year of operation under the new budgeting concept. Major changes are now in progress to realign each department's expenses according to each department's responsibilities.

NEW AND RESCHEDULED SYSTEMS AND PROGRAMMING PROJECTS FOR 1980-81

- 1. Accounts Receivable Balance Forward System.
- 2. Incorporation of Divisional Coding System in Kiwanis Club Records.
- 3. System Design Study on Kiwanis Club and Membership Record-Keeping Systems.

Because of the increased demand for Data Processing services, this committee feels that the time has come to coordinate the many requests for automated services through the Internal D.P. Steering Committee. The committee will consist of staff and Executive Director. It will be the committee's responsibility to review each request and provide an advisability and feasibility study report that will define, 1) Pros and cons of using the computer, 2) Personnel resources, 3) Equipment and man-hours necessary to provide the services.

Each request would be classified as:

- 1. New Service
- 2. Major or Minor Change to Existing Service

The committee will also review current automated services by evaluating their effectiveness and cost on a periodic basis.

The D.P. Steering Committee would have the authority to approve all requests that would not exceed budget resources and time commitments of other scheduled projects. Those requests that are either new or require major changes to existing services would be reviewed by the Board Committee on Data Processing.

Recommendations of Board Committees that involve Data Processing Services would be referred to the D.P. Steering Committee for an advisability and feasibility study. These requests along with the D.P. Steering Committee report would be reviewed by the Board Committee on Data Processing, and a report would be made at the following Board Meeting. The Committee feels that a Board Policy is necessary to insure economical and equitable use of the Data Processing Facilities.

Recommendation #1:

The Committee recommends that effective October 1, 1980, all Board Committee recommendations involving Data Processing Services be referred to the Board Committee on Data Processing for review and recommendation prior to implementation and that this recommendation be referred to the Laws and Policies Committee for implementation.

I move that Recommendation 1 be adopted.

(Adopted)

The Committee has instructed the Director of Data Processing to prepare a schedule of planned Systems and Programming projects for the January Board Meeting. This schedule will list the projects in priority sequence along with required personnel and equipment resources needed to complete the project. This schedule will represent Data Processing commitments for a given period of time that will be updated as projects are completed.

Respectfully Submitted,

JEAN ED. FRIEDRICH

JAMES. B. RICHARD

DONALD E. WILLIAMS, Chairman

REPORT OF THE BOARD COMMITTEE ON INTERNATIONAL EXTENSIONTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESSeptember 29 - October 3 and 5, 1980

Date of Committee Meeting: September 30, 1980

Place of Committee Meeting: General Office

Present: Members - Raymond W. Lansford
 Donald E. Williams
 Chairman - Mark A. Smith, Jr.
 Staff - Melinda Huesing
 Raymond Jeanes
 Bruce M. Turnmire
 Robert M. Detloff

NEW CLUB BUILDING

The Committee discussed the \$1.00 per member annual assessment which is supposed to be used to finance Kiwanis International extension. The Committee expressed concern that this assessment is not being used exclusively for this purpose, and various methods of more effectively utilizing this assessment to support Kiwanis growth outside of North America were considered. The Committee agreed to study this matter further with a view to making appropriate recommendations to the Board during the 1980-81 year.

The Committee noted the need for a greater public relations effort in providing information on Kiwanis activities in countries outside of the U.S. and Canadian Districts and directed staff to 1) prepare a quarterly newsletter devoted to Kiwanis abroad for distribution to all Kiwanis International Board members and District Governors and Bulletin Editors; and, 2) prepare periodic news releases on topical matters relating to Kiwanis abroad for distribution to District Bulletin Editors. In addition, the Committee directed staff to provide information for inclusion in every issue of the Bulletin for Kiwanis Officers (BKO).

The five-year plan for international growth prepared in 1975 has expired, and in view of this, the Committee has directed that staff prepare a new 5-year plan for growth to be considered in January, 1981. An analytical report on the successes and shortcomings of the previous 5-year plan is to be included for consideration, and the new 5-year plan is to be designed so that a fifth-year projection can be added at the conclusion of each year in light of actual growth-goal attainments.

The Committee reviewed current new club building efforts. It was determined that in spite of the interest expressed in starting Kiwanis in Zaire, the political conditions in that country were not yet conducive to request Board approval for extension into Zaire. The Committee encouraged the continuation of club formation efforts in Bangladesh and Madagascar, and if progress of these efforts warrants, extension into these countries will be considered by the Committee in January. Such progress is in evidence in two other countries which the Committee feels can provide the climate for healthy Kiwanis club existence and growth.

Recommendation #1:

The Committee recommends the approval of new club building in Egypt.

I move that recommendation 1 be adopted.

(Adopted)

Recommendation #2:

The Committee recommends the approval of new club building in Paraguay.

I move that recommendation 2 be adopted.

(Adopted)

REVIEW OF CASH-ONLY SUPPLIES PURCHASE POLICY

The Committee discussed governmental regulations in certain countries, such as France, which require invoices or proof of customs clearance of merchandise prior to payment. Such regulations make advance cash payments to the General Office unfeasible. The Committee decided that where such restrictions exist, a local bank account in that country could be established in the name of Kiwanis International and payment for supplies purchases could be deposited to this account. The bank deposit slip accompanying an order form would suffice as proof of payment.

REVIEW OF 1981 KIWANIS INTERNATIONAL CONVENTION REGISTRATION PROCEDURES

Problems have been encountered relating to the payment by Kiwanians outside of North America of International Convention registration fees directly to Kiwanis International bank accounts abroad, but such payments not being honored at the Convention site due to procedural difficulties.

Recommendation #3:

The Committee recommends that a procedure be established for the 1981 International Convention in New Orleans whereby the General Office is provided, by a certain cut-off date, with registration forms from Kiwanians who have paid Convention registration fees accompanied by bank deposit slips evidencing payment, in a manner to be coordinated with appropriate General Office staff, applicable to Kiwanians living in countries where monetary restrictions make direct payment of these fees unfeasible.

I move that recommendation 3 be adopted.

(Adopted)

The Committee also reviewed problems, related similarly to monetary restrictions, caused by the requirement of hotels to make an advance payment of the first night's reservation, noting that forfeiture of deposits due to late arrivals for various understandable reasons was quite costly in Anaheim.

The Committee strongly recommends that the Board not approve future convention sites where hotels make such a prepayment demand. In addition, the Committee directed all staff involved to establish procedures which will be acceptable to all involved and will most effectively relieve this problem for the 1981 Convention in New Orleans. Staff is to report the procedures developed to the Committee at its January meeting.

CHANGE OF DISTRICT AFFILIATION FOR GRAND CAYMAN ISLANDS CLUBS

The Committee considered the status of the request of the two clubs in the Grand Cayman Islands to detach from the Eastern Canada & the Caribbean District and to transfer their attachment to the Florida District, noting that the E. C. & C. District Board has conditionally approved this detachment and that the Florida District has indicated that it is favorably inclined to the attachment of these clubs.

Recommendation #4:

The Committee recommends the approval of the Grand Cayman Islands Clubs transfer from the Eastern Canada & the Caribbean District, contingent on the payment of any outstanding obligations of these Clubs to the District, and attachment of these Clubs to the Florida District, contingent on the acceptance of the Florida District Board.

I move that recommendation 4 be adopted.

(Adopted)

REVIEW OF NON-DISTRICTED AREA ATTACHMENT PROGRAM

The Committee discussed this Program at length, with special emphasis on clubs in two non-districted countries in Europe. Trustee Friedrich was present and participated in the discussions although he advised that he could not, of course, speak on behalf of the Kiwanis International-Europe Board. Three specific areas of concern were explored: 1) the need for mutual agreement between non-districted club and attaching District; 2) restrictions which may exist by the wording of the Constitution & Bylaws of Kiwanis International-Europe; and, 3) the advisability of submitting any Kiwanis International Board action involving clubs in Europe to the Kiwanis International-Europe Board for its approval.

Recommendation #5:

The Committee recommends that the Kiwanis International Board approve the attachment of non-districted clubs to Districts on a mutual consent basis only, that the dues of attached clubs be paid to the attaching District, that it be understood that the attachment is on an interim basis and will terminate automatically with the establishment of a District which geographically encompasses the attached club(s).

I move that recommendation 5 be adopted.

(Adopted)

Recommendation #6:

The Committee recommends that the Board approve the attachment of the Kiwanis Club of Tunis to the Benelux-France-Monaco District and the attachment of the Kiwanis Club of Athens, Greece to the New Jersey District, subject to the approval of the KI-E Board.

I move that recommendation 6 be adopted.

(Adopted)

RECOMMENDED BOARD POLICY ON MULTI-DISTRICT AREA CONFERENCES

At its April, 1980 meeting the Board approved underwriting the \$5,564.00 deficit of the 1980 Asia-Pacific Conference held in Bangkok, but directed the Committee to present "...a recommendation for a policy to be included in the Kiwanis Board Policies regarding future multi-district area conferences, and that the policies be explicit in setting forth the responsibilities of the Board of Kiwanis International and what will be and will not be reimbursed."

The Committee noted that in the past Kiwanis International was, in fact, financially responsible for these conferences, having accepted profits from previous Asia-Pacific Conferences. The Committee feels that there is no way to abrogate the ultimate responsibility of Kiwanis International in any financial deficit, especially if disputed among the Districts involved, since these conferences by their nature involve the reputation and good name of Kiwanis International.

In view of this, the Committee feels that Kiwanis International should exercise tighter control through primary management of these conferences by staff. The additional travel and other expenses related to staff direction and coordination of these conferences with the Districts could be underwritten by adjusting the conference registration fees accordingly.

Recommendation #7:

The Committee recommends that beginning with the 1981 Asia-Pacific Conference, all future multi-district area conferences be approved by the Kiwanis International Board and be managed primarily by Kiwanis International through its staff in close coordination with the conference officials in the participating Districts in recognition of the financial responsibility of Kiwanis International for these conferences.

I move that recommendation 7 be adopted.

(Adopted and referred to Board Committee on Laws and Policies)

APPOINTMENT OF WASHINGTON, D.C. SPECIAL PRESIDENTIAL REPRESENTATIVE

The Committee discussed the frequent need for special services in Washington, D.C. by virtue of our status as an international organization. The Committee recognized the past help rendered by international lawyer Matthew Travers, a member of the Kiwanis Club of Georgetown, who was appointed Special Representative of the President in 1977-78.

Recommendation #8:

The Committee recommends that, contingent on the mutual consent of Matthew Travers and President Merald, Mr. Travers be appointed Special Representative of the President for assistance in international business in Washington, D.C.

I move that recommendation 8 be adopted.

(Adopted)

REVIEW OF TRANSLATION NEEDS

The Committee directed staff to prepare a comprehensive report with recommendations on this matter, including expense requirements, for Committee consideration at its January meeting.

BUDGET ALLOCATION FOR GOODWILL GIFTS DURING OFFICIAL BOARD VISITS ABROAD

The Committee discussed the requested allocation during 1980-81 of \$600.00 for Board counsellors to areas outside of North America. Frequently, by local courtesy, the exchange of token goodwill gifts is necessary.

Recommendation #9:

The Committee recommends that the requested allocation of \$600.00 for 1980-81, budget line item 05-106-03 "Gifts for Overseas Kiwanis", be approved.

I move that recommendation 9 be adopted.

(Adopted)

The Committee deferred consideration of matters pertaining to Kiwanis International/Kiwanis International-Europe relations at the request of President Merald pending his meetings with KI-E officials.

Respectfully submitted,

RAYMOND W. LANSFORD
DONALD E. WILLIAMS
MARK A. SMITH, JR., Chairman

REPORT OF BOARD COMMITTEE ON KEY CLUBS

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28- October 2 and 5, 1980

Date of Committee Meeting: September 30, 1980
Place of Committee Meeting: General Office
Present: Members - Allen M. Duffield
 - Raymond W. Lansford
 Chairman - E. B. "Mac" McKittrick
 Staff - William H. Jepson
 Gary R. McCord
 James P. "Pete" Tinsley
 Cecile Martorano

REPORT OF BOARD REPRESENTATIVE TO KEY CLUB INTERNATIONAL CONVENTION

The Committee was pleased to have President Merald sit in on their meeting and provide an oral report on the 37th Annual Key Club International Convention held in San Diego, California June 29 - July 2, 1980. He indicated that he felt the Convention was a real inspiration and that he enjoyed it immensely. He commended both the past Key Club International Board and staff for their fine efforts in helping make this meeting so successful.

ITEMS ARISING FROM THE CONVENTION

The Committee then reviewed the resolutions as passed by the House of Delegates and found them to be in good order. These are attached as Exhibit A.

A list of 171 Key Clubs to be revoked was then presented to the Committee for their review and action. The Committee expressed concern over the large number of clubs on the list but was happy to learn that the Key Club organization would again experience a small net gain in club growth for the second year in a row.

Recommendation #1:

The Committee recommends that the action taken by the Key Club International Board to revoke the charters as listed in Exhibit B be approved with the staff being authorized to remove names of clubs from the list until the final printing of the minutes.

I move recommendation 1 be adopted.

(Adopted)

The Committee then reviewed the Amendments to the Key Club International Bylaws as approved by the House of Delegates at the 37th Annual Convention. Since they were merely housekeeping amendments the Committee found no concerns with them.

Recommendation #2:

The Committee recommends that the Bylaws of Key Club International be amended in accordance with the amendments as attached in Exhibit C.

I move recommendation 2 be adopted.

(Adopted)

REPORT OF BOARD REPRESENTATIVE TO KEY CLUB INTERNATIONAL VALLEY FORGE BOARD MEETING

The Committee then received an oral report by Chairman Mac in regard to the Board Meeting held August 27 - 29, 1980 at the Freedoms Foundation in Valley Forge, Pennsylvania. He indicated how very impressed he was by the actions of the Key Club International Board and with the very fine manner in which they conducted the business of their meeting. He indicated how deeply impressed he is with Key Club International President Jeff Magone and the mature fashion with which he conducted the meeting and the fine manner in which he represents the Key Club organization. These comments were affirmed by Trustee Ray as well. Chairman Mac also commended the staff for their efforts in relation to this meeting.

ITEMS ARISING OUT OF BOARD MEETING

The Committee then received a request from the Key Club International Board that the Kiwanis Board continue to support K-Family Weekend and urge all Kiwanis Clubs to endeavor to participate in such a project on one weekend during the month of February, 1981. The Committee expressed their approval of this continuing action and urged staff to promote this actively through the Bulletin for Kiwanis Officers and District Kiwanis Bulletins. It was also felt that a banner patch should be developed to present to all Kiwanis, Key and Circle K Clubs that participate in such an activity and that a request be made to the Finance Committee for an adjustment to account 15-106-05 in the amount of \$650.00 to cover the anticipated cost for 1,000 patches.

Recommendation #3:

The Committee recommends that staff develop a patch to be presented to all Key Clubs, Circle K Clubs and Kiwanis Clubs participating in K-Family Weekend and that the cost of \$650.00 for 1000 patches be included in the budget. This item has been referred to and approved by the Finance Committee.

I move recommendation 3 be adopted.

(Adopted)

The Committee then reviewed the dates for the 1983 Key Club International Convention and found that there were some concerns in obtaining the desired facilities for the approved dates of July 10 - 13, 1983. It was the Committee's opinion that the alternate dates currently being reviewed by the Key Club International Board (July 17 - 20) would be acceptable to the Committee should the Key Club Board decide they must make the change.

The Committee was then apprised of the action taken by the Key Club International Board in regard to two severe disciplinary problems that occurred at the Key Club International Convention. The Key Club Board has suspended two Key Clubs from active membership within the Key Club International Organization for a period of one school year due to severe discipline problems and room damage caused by some of their members. It was the opinion of the Committee that they concurred with the action of the Key Club Board and requested that staff inform the sponsoring Kiwanis Clubs, Key Clubs, and Districts of the action taken, explaining exactly what the term "Suspended" means and offer them the opportunity to request an official hearing as allowed for in the Key Club International Constitution and Bylaws. If no such request is forthcoming from either club, it was the opinion of the Committee that the decision of the Key Club Board should stand. The term suspension means that

a club can function on the local level only. It was suggested by the Committee that the Key Club Board may wish to modify its position on its "Suspension" and allow the clubs to function at the club and division level only.

EXTENSION OF KEY CLUB INTERNATIONAL WORLDWIDE

A review was then made by the Committee of a Working Paper and other materials presented by staff in regard to the allowing of Key Clubs established worldwide to be considered part of Key Club International. The Committee felt that since all Kiwanis Clubs throughout the world should be treated completely equal and since Key Clubs are a part of Kiwanis, that in turn all Key Clubs should be treated equally as well.

Recommendation #4:

The Committee recommends that Key Club International become a worldwide organization in its present form and that any Kiwanis Club may form a Key Club as long as that Key Club conforms to the Constitution and Bylaws of Key Club International and the Policies of Kiwanis International. The Committee further moves that this Policy be referred to the Laws and Policies Committee for implementation.

I move recommendation 4 be adopted.

(Adopted) (Requested to be recorded as voting "no":
Di Noto, Hunter, Kaiser, Richard, and Thurston.)

REVIEW OF KEY CLUB INTERNATIONAL BOARD TRAVEL

The Committee received reports of the travel of the Key Club International Board since their election in July and found that the travel of those reporting was in line with Kiwanis International Board Policies.

REVIEW OF PROPOSED 1980-81 DEPARTMENT BUDGET

The Committee then received a list of proposed Budget adjustments as requested by both the Key Club International Board and staff. Upon careful review of the requested adjustment, the Committee found them to be in order and that Key Club funds would be available to cover all of these additional costs. The Committee requested staff to pass these requests on to the Committee on Finance for their review. It was the opinion of the Committee that staff should also raise the amount of anticipated income from \$225,000 to \$230,000 to match more closely the actual income as compared to what has been collected this year.

Respectfully submitted,

ALLEN M. DUFFIELD
RAYMOND W. LANSFORD
E. B. "MAC" McKITRICK, Chairman

APPRECIATION

WHEREAS the speakers at the 37th Annual Convention had a truly inspiring message for Key Club.

THEREFORE, BE IT RESOLVED that we, the members of Key Club International, extend our heartfelt thanks to Dr. Earl Reum, Coordinator Student Activities, Jefferson County School District, Lakewood, Colorado; David Urban, Secretary, Key Club International; Mark A. Smith, Jr., President, Kiwanis International; Mark Musso, President, Circle K International; Honorable Moon Landrieu, Secretary, Department of Housing and Urban Development; David Toma, Author, Lecturer, TV Personality; David Oesterle, Organist, Southwest District, Key Club International; Wayne P. Sharp, President, Key Club International; and Brian Mitchell, TV celebrity representing American Diabetes.

WHEREAS Key Club International is blessed with many hard working Kiwanians and General Office staff members who put in many extra hours at the convention.

THEREFORE, BE IT RESOLVED that Key Club International thanks Merald T. Enstad, Chairman, Board Committee on Key Clubs; Elliot Spiro, Chairman, International Committee on Key Clubs; John B. Johnston, II; Alvin F. Lough; Darrel Witham; and Lawrence Young, Members, International Committee on Key Clubs; Gary R. McCord, Administrator, Key Club International; James P. "Pete" Tinsley, Associate Administrator, Key Club International; Cecile Martorano, Assistant Administrator, Key Club International; and Calvin Pancheri, Kiwanis General Host Chairman.

WHEREAS Key Clubbers have played a large part in planning this 37th Annual Convention.

THEREFORE, BE IT RESOLVED that Key Club International thanks Craig A. MacDonald, Key Club General Host Chairman; the Key Club International Convention Committee Chairmen; Convention Host Key Clubs from the high schools of Patrick Henry, LaJolla, San Marcos, Helix and Point Loma and all committees working under their direction.

BE IT FURTHER RESOLVED that Key Club International thanks President Wayne P. Sharp and the International Board of Trustees for their outstanding leadership given in producing this successful convention.

WHEREAS much time and effort was put forth by the Convention Center Management, especially Robert Kerrigan, Operations Manager of the Convention Center, to ensure a successful International Convention.

THEREFORE, BE IT RESOLVED that Key Club International expresses deep appreciation to the Convention Center for a job well done.

WHEREAS Erin Murphy, Sweetheart, California-Nevada-Hawaii District, has added a special glow and charm to the talent show.

THEREFORE, BE IT RESOLVED that we thank Miss Murphy for sharing this experience with us.

Respectfully submitted,
This 2nd Day of July, 1980

RESOLUTIONS

ADOPTED
THIRTY-SEVENTH ANNUAL CONVENTION
KEY CLUB INTERNATIONAL
JULY, 1980 — SAN DIEGO, CALIFORNIA

KIWANIS INTERNATIONAL FOUNDATION

WHEREAS the Kiwanis International Foundation has generously rendered their services, has wholeheartedly supported and contributed to the entire Key Club Program, especially through its sponsorship of the Valley Forge Leadership Training Seminar, the Key Club International Theme and Major Emphasis Filmstrip and the newly revised Key Club International Membership Development Audio-Visual.

THEREFORE, BE IT RESOLVED that the Key Club International once again express its sincere thanks to President Roy W. Davis and the Board of Trustees of the Kiwanis International Foundation for its continuing interest and support of the Key Club Program.

SUPPORT OF INTERNATIONAL ADMINISTRATIVE THEME

WHEREAS Key Club International realizes that we need to rededicate ourselves to our pledge: "to build my home, school, and community."; and WHEREAS many youth suffer from abuse and neglect; and WHEREAS we as Key Clubbers realize that Understanding, Patience, and Commitment are three important ingredients to the solutions of these problems. THEREFORE, BE IT RESOLVED that Key Club International recognizes these problems and through its 1980-81 theme, "Dare to Influence," commits itself to combating the problems of high school students through positive action.

SEVEN RECOMMENDED PROJECTS

WHEREAS the Seven Recommended Projects of Key Club International are: major emphasis, support of churches in their spiritual aims, support of schools, inter-club program, model program for Kiwanis, buddy program, and vocational guidance; and

WHEREAS these projects establish proper guidelines for a more productive and successful Key Club.

THEREFORE, BE IT RESOLVED that each Key Club strive to implement these projects in order to promote the objectives of Key Club International.

HUMAN RIGHTS

WHEREAS one of the basic objects of Key Club is to conserve, protect, and enrich that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism, and good will; and WHEREAS the foundation of the concept of service is that all beings possess certain inalienable rights.

THEREFORE, BE IT RESOLVED that Key Club International affirms its belief that the denial and abuse of any person's rights is unjust.

BE IT FURTHER RESOLVED that Key Club International urges each member to safeguard the inherent rights of all individuals.

ENERGY

WHEREAS we rely heavily on energy to operate our growing and complex society; and

WHEREAS we as the youth of the world must look toward our future.

THEREFORE, BE IT RESOLVED that Key Club International promotes the conservation of our natural resources in an attempt to provide for future years. BE IT FURTHER RESOLVED that the individual Key Club member set the example by personally conserving energy.

SPIRITUAL AIMS

WHEREAS support of spiritual aims is one of the seven recommended activities of Key Club International; and

WHEREAS religious beliefs are one of the basic foundations of Key Club International; and

WHEREAS our faith and beliefs are a significant part of our lives.

THEREFORE, BE IT RESOLVED that Key Club International continues its active participation in promoting religious ideals.

MEMBERSHIP DEVELOPMENT

WHEREAS the object of Key Club International is to provide service to the school and to the community; and

WHEREAS in spite of the increase in new clubs built there continues to be an alarming number of revocations of Key Club charters during each Key Club International administrative year; and

WHEREAS new Key Clubs and increased membership are necessary to continue to expand service.

THEREFORE, BE IT RESOLVED that the New Key Club International Board give maximum promotion to New Club Building and Membership Development, and reactivation of weak and inactive clubs by use of promotional materials including the new audio-visual presentation, "It's Your World."

BE IT FURTHER RESOLVED that each individual Key Club give serious consideration to raising its membership to maximum levels and to bring Key Clubbing into new areas.

PUBLIC RELATIONS

WHEREAS Key Club members come from all walks of life; and

WHEREAS strong public relations with the different mass media is essential to the strength and future of our organization.

THEREFORE, BE IT RESOLVED that Key Clubs take the initiative to strengthen public relations with the media, and while in the process, strive to promote the ideals, objectives, and administrative theme of Key Club.

INTERNATIONAL LITERATURE

WHEREAS Key Club International provides numerous items of interest and importance to all Key Clubbers; and

WHEREAS each item broadens each Key Clubber's knowledge of the opportunities available in the organization.

THEREFORE, BE IT RESOLVED that each Key Club is urged to utilize these materials to educate its members to their highest potential.

KEYNOTER

WHEREAS the official publication of Key Club International, "Keynoter" is provided expressly for the purpose of communication; and

WHEREAS it is the only publication of Key Club International which reaches each and every member.

THEREFORE, BE IT RESOLVED that the official publication of Key Club International contain more pertinent information concerning the objectives and ideals of Key Club International.

BE IT FURTHER RESOLVED that the size of the Keynoter be increased to accommodate more stories on the activities of individual Key Clubs.

CONVENTION ATTENDANCE

WHEREAS Key Club International conducts an International Convention each year; and

WHEREAS the Convention is an unforgettable experience and provides an excellent opportunity to expand each member's knowledge of Key Clubs.

THEREFORE, BE IT RESOLVED that each member of Key Club International encourage attendance at the next Key Club International Convention in New Orleans, Louisiana, July 5-8, 1981.

WORLD PATRIOTISM

WHEREAS Key Club International promotes a community pride; and

WHEREAS Key Club International also promotes, through the permanent objectives of Key Club, patriotism in our world.

THEREFORE, BE IT RESOLVED that Key Club recognizes innocent victims of world crises and sympathizes with their situations.

INTERNATIONAL CONVENTION SPEAKERS

WHEREAS Key Club is an International Organization; and

WHEREAS eight countries now attend the International Convention; and

WHEREAS many International speakers are available.

THEREFORE, BE IT RESOLVED that International speakers be obtained whenever possible to add International flavor to Key Club International Conventions.

KIWANIS APPRECIATION

WHEREAS Key Club International recognizes the help and support sponsoring Kiwanis clubs and Kiwanians give to Key Club.

THEREFORE, BE IT RESOLVED that Key Club International thanks the Kiwanians and Kiwanis clubs who have sponsored Key Clubs in the past year.

INTERNATIONAL SERVICE DAY

WHEREAS International Service Day is a project that unites all of Key Club International; and

WHEREAS the public relations benefits from this event serve to enhance the image of Key Club International.

THEREFORE, BE IT RESOLVED that International Service Day will become an annual project.

REVOKED KEY CLUBS
KIWANIS INTERNATIONAL BOARD MEETING
SEPTEMBER 29 - OCTOBER 2, 1980
 (clubs & sponsors listed)

DISTRICTCHARTER NO. & STATEALABAMA

Cathedral Christian H.S., Center Point, Birmingham, AL	85826-001
Central H.S., North Florence, AL	83599-001
Robertsdale H.S., no sponsor	81197-001
W.S. Neal H.S., Brewton, AL	85147-001
Sparta Academy, Evergreen, AL	84937-001
Westminster Christian School, Gadsden, AL	85287-001

CALIFORNIA-NEVADA-HAWAII

Alemanya H.S., San Fernando, CA	85340-004
Anaheim H.S., Greater Anaheim, CA	85427-004
Baldwin Park H.S., Baldwin Park, CA	82119-004
Bellflower H.S., Bellflower, CA	84400-004
Bonita Vista H.S., Bonita, CA	83692-004
John Burroughs H.S., Burbank, CA	84622-004
Chula Vista H.S., Chula Vista, CA	80877-004
Camberley H.S., The Peninsula, Palo Alto, CA (school closed)	85222-004
Delano Joint Union H.S., Delano, CA	82928-004
El Camino H.S., South San Francisco, CA	84286-004
Camden H.S., Cambrian Park, CA (school closed)	83786-004
Foothill H.S., Greater Pasadena, CA	84656-004
Gladstone H.S., Azusa, CA	83123-004
Hilltop H.S., Chula Vista, CA	82347-004
Hollywood H.S., Hollywood, CA	80741-004
Mark Keppel H.S., Monterey Park, CA	82097-004
Kingsburg H.S., Kingsburg, CA	85220-004
La Canada H.S., La Canada, CA	83039-004
La Sierra H.S., Carmichael, CA	85874-004
Lassen Union H.S., Susanville, CA	85524-004
Leigh H.S., Cambrian Park, CA	83293-004
Alan Leroy Locke H.S., Southwest Los Angeles, CA	85603-004
Los Altos H.S., Los Altos, CA	85443-004
McLane H.S., Fresno, CA	82322-004
Monte Vista H.S., Spring Valley, CA	82691-004
Orange H.S., Orange, CA	81701-004
Palmdale H.S., Palmdale, CA	81840-004

CAL-NEV-HA CONT.

Theodore Roosevelt H.S., Los Angeles, CA
 San Carlos H.S., San Carlos, CA

81155-004
 85252-004

St. Genevieve H.S., Panorama City, Los Angeles, CA

83639-004

Van Nuys H.S., Van Nuys, CA

80536-004

Ventura H.S., Ventura, CA

81127-004

CAPITAL

Glenelg H.S., Ellicott City, MD

85439-019

Mount Hebron H.S., Ellicott City, MD

85061-019

Bayside H.S., Norfolk-Princess Anne, VA

83740-045

Charlottesville, H.S., Charlottesville, VA

80532-045

Fieldale-Collinsville H.S., Bassett, VA

85343-045

CAROLINAS

D. W. Daniel H.S., no sponsor, SC

84195-039

EASTERN CANADA & THE CARIBBEAN

Halifax West Municipal H.S., Armdale-Halifax, NS Canada

82706-067

Riverview Rural H.S., Sydney, NS, Canada

84949-067

Nepean H.S., Westboro (Ottawa), ON Canada

80910-053

Sir John A. MacDonald H.S., Carlingwood, Ottawa, ON, Canada

84025-053

Trenton Collegiate, Trenton, ON, Canada

82895-068

Holy Childhood H.S.-Shift 1, North St. Andrew, Jamaica

85823-036

(consolidated with 2nd club in school)

St. John's Academy, Falmouth, Jamaica (school closed)

86099-036

FLORIDA

Archbishop Curley H.S., Miami-Midtown, FL	83253-009
Belen Jesuit Prep H.S., Miami-Latin American, FL	85306-009
East Bay H.S., Sun City Center, FL	85771-009
Fort Lauderdale Northeast H.S., Wilton Manors, FL	82936-009
Gibbs H.S., Boca Ciega, Saint Petersburg, FL	85364-009
Hillsborough H.S., Tampa, FL	80034-009
Lake Highland Preparatory School, North Orlando, FL	84895-009
Lely H.S., Golden Gate, Naples, FL	85293-009
Lincoln H.S., Capital City, Tallahassee, FL	85466-009
Miramar H.S., Miramar-Pembroke Pines, FL	85934-009
Oak Ridge H.S., South Orlando, FL	82721-009
Pinecrest H.S., Ft. Lauderdale Beach, FL	81428-009
South Plantation H.S., West Broward-Plantation, FL	84898-009
St. Petersburg Catholic H.S., Boca Ciega, St. Petersburg, FL	83776-009
Victory Christian Academy, North Jacksonville, FL	85851-009

GEORGIA

Columbia H.S., South DeKalb, GA	83797-010
Indian Springs Academy, Jackson, GA	85614-010

ILLINOIS-EASTERN IOWA

Jacksonville H.S., Jacksonville, IL	83983-012
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INDIANA

New Albany H.S., Historic New Albany, New Albany, IN	85880-013
North Manchester H.S., North Manchester, IN	83062-013

KANSAS

Chilocco Indian Agricultural H.S., Arkansas City, KS (school closed)	82234-033
Nickerson H.S., Reno County, KS	83969-035

KENTUCKY-TENNESSEE

Covington Catholic H.S., Covington, KY	84061-016
Kentucky School For The Deaf, Danville, KY	84076-016
Betsy Layne H.S., East Floyd, Harold, KY	85406-016

Greeneville H.S., Greeneville, TN	82685-041
North Greene H.S., Greeneville, TN	83013-041
Porter H.S., Alcoa, TN (consolidation)	83691-041

Ringgold H.S., Fort Oglethorpe, GA	85408-010
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LOUISIANA-MISSISSIPPI-WEST TENNESSEE

Jennings H.S., Jennings, LA	80244-017
Marion Abramson H.S., East Gentilly, New Orleans, LA	83883-017
Istrouma H.S., Metropolitan Baton Rouge, LA	80141-017
South Beauregard H.S., DeRidder, LA	84585-017

Gulfport H.S., Gulfport, MS	85732-023
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Craigmont H.S., Raleigh, TN	85360-041
Harding Academy, East Memphis, TN	82199-041

MICHIGAN

Cody H.S., Detroit Parkside-Warrendale, MI	85623-021
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Ferndale H.S., Ferndale, MI	81687-011
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Charles F. Kettering H.S., Detroit-Lafayette Park, MI	85800-021
Martin Luther King H.S., Detroit-Lafayette Park, MI	85799-021
Charles Stewart Mott H.S., Warren, MI	85886-021
Tawas Area H.S., Tawas, MI	82296-021

MINNESOTA-DAKOTAS

Willmar Senior H.S., Willmar, MN	83426-011
Blake Upper H.S., Southwest Minneapolis, MN	85901-022
West Fargo H.S., Fargo Rough Riders, ND	85782-033

Madison H.S., Madison, SD	84249-040
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MISSOURI-ARKANSAS

Joe T. Robinson H.S., Southwest Little Rock, AR 81998-003
 West Memphis Senior H.S. West Campus, AR (no sponsor) 84929-003

Northeast H.S., Blue Valley, Kansas City, MO 85402-024

Winnetonka H.S., North Kansas City, MO 84810-024

MONTANA

Geraldine H.S., Geraldine, MT 85413-025
 Valley School District No. 1 Vo-Tech Unit, Glasgow (Big Sky) AFB, MT 86124-025

NEBRASKA-IOWA

Millard Senior H.S., Southwest Omaha, NE 85373-026
 Iowa School for the Deaf, Council Bluffs Downtown, IA 86004-014

NEW ENGLAND

Darien H.S., Darien, CT 85707-006

Limestone H.S., Loring Air Force Base, ME 85594-018

Mohawk Trail Regional H.S., Shelburne Falls, MA 85810-020
 Pioneer Valley Regional School, Northfield, MA 85791-020

NEW JERSEY

Dwight Morrow H.S., Englewood-Englewood Cliffs, NJ 83702-029

NEW YORK

Cardinal Mindszenty H.S., Dunkirk, NY (school closed) 84954-031

Connetquot H.S., MacArthur Airport-Islip, NY 85416-031

Charles E. Gorton H.S., Yonkers, NY 84608-031

LaSalle Institute, Wyanntskill, NY 84072-031

Liverpool H.S., North Syracuse, NY 85680-031

Oswego H.S., Oswego, NY 85030-031

Polesian H.S., New Rochelle, NY 85168-031

Suffern H.S., Suffern, NY 84012-031

OHIO

Conventry H.S., Portage Lakes, Akron, OH	81669-034
Findlay Senior H.S., Findlay, OH	82130-034
Loveland Hurst H.S., Loveland, OH	83224-034
Mariemont H.S., Mariemont, OH	84118-034
Marysville H.S., Marysville, OH	81294-034
New Richmond H.S., New Richmond, OH	83190-034
Wooster H.S., Wooster, OH	83816-034

PACIFIC NORTHWEST

Corbett H.S., The Columbia River Gorge, Corbett, OR	85728-036
Glacier H.S., South Central, Seattle, WA	84103-046
Thomas Jefferson H.S., Federal Way, WA	84425-046
Marysville H.S., Marysville, WI	85212-046
North Beach Junior Senior H.S., Ocean Shores, WA	85512-046
Gonzage Preparatory H.S., East Spokane, WA	85145-046

PENNSYLVANIA

East Allegheny Sch. Dist. H.S., East McKeesport-North Versailles, PA	83389-037
Eisenhower H.S., PA (no sponsor)	83267-037
Kiski Area H.S., Vandergrift, PA	82800-037
Liberty H.S., Bethlehem, PA	82391-037
Schenley H.S., Uptown-Hill, Pittsburgh, PA	85889-037
Susquehanna Township H.S., Harrisburg, PA	84111-037
West Mifflin South H.S., Homestead, PA	82075-037

ROCKY MOUNTAIN

Loveland H.S., Loveland, CO	80882-005
Gateway H.S., Centennial Aurora, CO	85221-005
John F. Kennedy H.S., Mile High, Denver, CO	83749-005
Lyons H.S., Longmont, CO	85700-005
Pomona Senior H.S., Arvada-Jefferson, CO	85191-005
Sheridan H.S., Englewood, CO	83561-005

SOUTHWEST

FoEa H.S., Colo-Gila, Yuma, AZ	82407-002
Mesa Central H.S., Mesa, AZ	85839-002
North Phoenix H.S., Valley-of-the-Sun, Phoenix, AZ	81407-002
Westwood H.S., Mesa, AZ	83496-002
Gerard H.S., Papago, Phoenix, AZ	85895-002
Institute of American Indian Arts, Coronado, Santa Fe, NM	85763-030
St. Michaels H.S., Coronado, Santa Fe, NM	85783-030
Ysleta H.S., El Paso-Coronado, TX	83381-042

TEXAS-OKLAHOMA

Ardmore H.S., Ardmore, OK	84287-035
John Marshall H.S., Northside, Oklahoma City, OK	80120-035
Charles C. Mason H.S., Tulsa, OK (school closed)	85970-035
Sapulpa H.S., Sapulpa, OK	81893-035
Hollis H.S., Hollis, OK	81275-035
Arlington H.S., Arlington, TX	81520-042
Lawrence D. Bell H.S., Mid-Cities, Tarrant County, TX	82127-042
Borger H.S., Borger, TX	81879-042
David W. Carter H.S., High Noon, Dallas, TX	84214-042
Clarendon H.S., Clarendon, TX	85056-042
Edcouch-Elsa H.S., Weslaco, TX	84406-042
Pauls Valley H.S., Pauls Valley, OK	84418-035
Sam Houston H.S., Sundown, Arlington, TX	83412-042
Lancaster H.S., High Noon, Dallas, TX	81327-042
Strake Jesuit College Preparatory, H.S., Houston Galleria, TX	85640-042
Sharyland H.S., McAllen, TX	84335-042

UTAH-IDAHOWESTERN CANADA

Miles MacDonnell Collegiate, East Kildonan, Manitoba, Canada	85789-068
Northwood H.S., Thunder Bay, ON, Canada	85873-068

WEST VIRGINIA

Lewis County H.S., WV (no sponsor)	84967-047
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WISCONSIN-UPPER MICHIGAN

Appleton West H.S., Northside Appleton, WI	83946-042
McDonnell Central H.S., Chippewa Falls, WI	84750-042

Article 17, Section 1 of the Constitution reads, in part: "Bylaws, not inconsistent with the Constitution, shall be enacted and may be amended by a majority vote of the voting delegates and voting delegates-at-large present and voting at any convention of Key Club International."

Present

Article 1, Section 5

"Upon approval of the petition by the Board of Trustees, the Administrator of Key Club International shall issue a charter, or certificate of organization, to the new club and membership cards to the club members, entitling the club and its members to all the privileges and responsibilities of association with Key Club International."

Proposed

Article 1, Section 5

"Upon approval of the petition by the Board of Trustees and/or the Administrator of Key Club International, the Administrator of Key Club International shall issue a charter, or certificate of organization, to the new club and membership cards to the club members, entitling the club and its members to all the privileges and responsibilities of association with Key Club International."

Present

Article 5, Section 1

"The officers of each district shall be the District Governor, one Lieutenant Governor for each division of the district, the Secretary, the Treasurer, the Bulletin Editor, and such other non-voting officers as called for in the district bylaws. These officers shall constitute the board of trustees of the district and shall have such duties as prescribed in the district bylaws. Each officer shall be an active member in good standing."

Proposed

Article 5, Section 1

"The officers of each district shall be the District Governor, one Lieutenant Governor for each division of the district, the Secretary, the Treasurer, (or the Secretary-Treasurer), the Bulletin Editor, and such other non-voting officers as called for in the district bylaws. These officers shall constitute the board of trustees of the district and shall have such duties as prescribed in the district bylaws. Each officer shall be an active member in good standing."

Present

Article 6, Section 6

"Administrator. The Administrator of Key Club International shall be in executive charge of the headquarters of Key Club International, under the supervision of the Secretary of Kiwanis International, and shall be responsible for the selection and supervision of the staff and workers of Key Club International, subject to direction and control by the Secretary and Board of Trustees of Kiwanis International. He shall sign all

Proposed

Article 6, Section 6

"Administrator. The Administrator of Key Club International shall be in executive charge of the headquarters of Key Club International, under the supervision of the Secretary of Kiwanis International, and shall be responsible for the selection and supervision of the staff and workers of Key Club International, subject to direction and control by the Secretary and Board of Trustees of Kiwanis International. He shall sign all

Present

documents issued by Key Club International, shall affix the corporate seal of the organization, when required, shall keep all accounts, shall receive all monies paid to Key Club International, and shall turn over these funds to the Treasurer within thirty (30) days after receipt thereof, taking the receipt of the Treasurer, therefore. The records and books of the Administrator shall at all times be open to the inspection of the President, Secretary, Treasurer, and Board of Trustees of Kiwanis International and the Board of Trustees of Key Club International, as well as any auditors named by the Board of Trustees of Kiwanis International. He shall give bond for the faithful discharge of his duties in a sum and with such sureties as shall be required by the Board of Trustees of Kiwanis International. The compensation of the Administrator and necessary administrative expenses shall be paid from the funds of Key Club International."

Present

Proposed

documents issued by Key Club International, shall affix the corporate seal of the organization when required, shall keep all accounts, shall receive all monies paid to Key Club International, and shall turn over these funds to the Treasurer within thirty (30) days after receipt thereof, taking the receipt of the Treasurer, therefore. The records and books of the Administrator shall at all times be open to the inspection of the President, Secretary, Treasurer, and Board of Trustees of Kiwanis International the the Board of Trustees of Key Club International, as well as any auditors named by the Board of Trustees of Kiwanis International. He shall give bond for the faithful discharge of his duties in a sum and with such sureties as shall be required by the Board of Trustees of Kiwanis International. Necessary administrative expenses shall be paid from the funds of Key Club International."

Proposed

Amend Article 10 by creating a new Section 5 and renumbering all subsequent sections. The new Section 5 would read as follows:

"'Write-in' voting at the House of Delegates is permitted provided that the write-in candidate has given written consent to the Election Committee allowing their name to stand as a nominee. Said consent must be given prior to the report of the nominating conference. The write-in candidate must also meet all eligibility requirements as set forth in the Constitution of Key Club International and these Bylaws. If the person whose name is written in has not given written consent prior to the report of the conference or does not meet said eligibility requirements, the ballot(s) on which their name appears shall not be counted."

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

September 28 - October 2 and October 5, 1980

Date of Committee Meeting: September 30, 1980

Place of Committee Meeting: General Office

Present: Members - Albert L. Cox, C. E. "Pete" Thurston, Jr.
Chairmen - Mark Arthur, Jr., Jean Ed. Friedrich
Staff - John L. McGehee, Percy H. Shue, Alonzo J. Bryan,
International Secretary R. P. Merridew

I. Public Relations

Public Relations Department Activity Review

The Staff Director of Public Relations reported on the following highlights:

- Approximately 650 copies of "The Man Who Wears the K" have been sold.
- Family Day (a departmental responsibility) participation was excellent this year. Demand for kits shows continuing interest in the promotion of National Newspaper Week, which is October 12 - 18.
- Both Key Club and Circle K International enjoyed excellent publicity coverage for their 1980 conventions.
- The department is working closely with the International Secretary and the Convention Department in the promotion of the 1981 Kiwanis International convention in New Orleans, Louisiana.
- The department is participating in an A/V Committee at the General Office aimed at updating and expanding audiovisual communications for Kiwanis.

A Proposed "Kiwanis in Action" Slide Competition

The staff presented a detailed plan for a "Kiwanis in Action" slide competition to be held throughout the organization for the purpose of building a library of Kiwanis community service and activity slides. Included in the plan was a system of prizes to insure participation. The entire cost, exclusive of Duplicating Department time and staff time, was estimated to be \$1212.50. The Committee decided, however,

not to undertake the competition, but to attempt to accomplish the objectives of the competition through volunteer effort: mention of the need for slides at the various governors' training sessions at the Council; requesting each district counselor to request slides when he makes his district visit; using the Public Relations Bulletin to request slides; using the Bulletin for Kiwanis Officers for the same purpose, etc. The Committee also feels that a display of the best of the slides received (in blownup print form) should be prepared for the New Orleans convention with proper credit to the various clubs or individuals furnishing the slides.

An In-depth Discussion of the Kiwanis Public Relations Function

It was felt that an in-depth discussion of Kiwanis public relations should be undertaken by the Committee in January with special consideration given to the problem of proper international public relations. Co-chairman Friedrich suggested that a special version of the standard convention "hometown release" be prepared for New Orleans which overseas people could use. The Staff Director of Public Relations was directed to commence a study on how best to handle the problems and challenges of international public relations. He was also directed to prepare a list of thought stimulators so that each member of the Committee could prepare a list of public relations items for discussion at the January meeting. And, comment on P. R. topics to be discussed is requested from the other members of the Board.

In line with the discussion on international public relations, the question of the time involved in getting mail from the Kiwanis General Office to overseas clubs was discussed. It is suggested by the Committee that a longer lead-time be provided for future Board meetings between the time of the meeting and the time of receipt of the proposed Committee agenda by the Board Committee member at his home.

Connelly Medals

The Committee considered two nominations for Connelly Medals. One of the Medal nominees was David Ebsen, 35 years old, of Wisconsin Rapids, Wisconsin, who was nominated by the Kiwanis Club of Wisconsin Rapids. He saved the life of a drowning 8-year old boy. Ebsen shattered his knee and leg bones in the process.

It was felt that the other nominee, Brian Lee Mashaw, should not receive a Medal inasmuch as his act did not meet the rigid requirements for a Connelly Medal. He was related to the child whose life he saved.

Recommendation #1:

The Committee recommends that a Connelly Medal be awarded to David Ebsen, Wisconsin Rapids, Wisconsin.

I move that recommendation 1 be adopted.

(Adopted)

The Kiwanis Decency Award

The Committee directed the Staff to prepare a list of possible Kiwanis Decency awardees for the Committee's consideration at its next meeting. The list is to include the recommendation of Trustee James Richards: Fred Rogers, host of the public television show, "Mister Rogers' Neighborhood."

Budget

The Committee considered the departmental budget of the Public Relations Department (04), and found it to be satisfactory, noting that a total of slightly more than \$700.00 had been requested by the Public Relations Director to adjust the budget. The Committee also suggested that the item on "Presidential Gifts" be reduced from \$5,000.00 to \$4,500.00. These items have been referred to the Finance Committee; and, with the additions noted, the budget was found to be in order.

The History of Kiwanis International

With information furnished by International Secretary Merridew, the Committee discussed the official history of Kiwanis, which has now been completed ... except for revisions and editing. The form in which the history will be published, cost, method of distribution, and price to be charged for individual copies were discussed. Also discussed was a suggestion that the completed history book be made a part of the New Member Kit, with the clubs buying the kits bearing the cost of the books in the kits. It is believed that the history should be a supplies item, with distribution handled by that department. Hapgood's fee of \$15,000.00 has already been paid by that department with its amortization based on future sales. It is hoped to have the books ready by the time of the New Orleans convention.

The Committee suggests that consideration be given, by the Committees on Membership Growth and Supplies, to placing copies of the Kiwanis International history in New Member Kits, with the cost of the books involved to be borne by clubs purchasing them.

Recommendation #2:

The Committee recommends that the Staff be authorized to proceed immediately with the work necessary to bring the Kiwanis International history (written by Associate Secretary Emeritus Larry Hapgood) into print as a sales item with an initial order of 10,000 copies, 500 to be in hard cover, at a total cost of \$35,500.00.

I move that recommendation 2 be adopted.

(Adopted)

II. Kiwanis Education

Scope and Function of the Board Committee (Kiwanis Education)

The Committee believes that it is desirable for all of us to employ frequently used Kiwanis terms in the same precise way, so at the beginning the Committee wishes to reaffirm the definitions of three terms as they were constructed a year ago by the 1979-80 Board Committee on Kiwanis Education. These are:

"Kiwanis education" refers to the education of all Kiwanians, regardless of length of time in Kiwanis, offices or positions held, or offices or positions to which they aspire and shall consist of the communication of information about Kiwanis history; Kiwanis structure and government; Kiwanis Objects, objectives, and programs; the concept of Kiwanis as a voluntary service organization, and how the individual member can contribute to the overall strength of the Kiwanis club, the district, and Kiwanis International.

"Leadership education" refers to the preparation of Kiwanians for positions of responsibility to which they have been elected or appointed.

"Leadership development" refers to the qualification of members for positions of leadership within Kiwanis to which they have not yet been appointed or elected, to the improvement of the qualifications of Kiwanis leaders now serving in positions of leadership to which they were elected or appointed, and to the overall development of leadership skills of Kiwanians without necessary reference to positions held in Kiwanis or to positions in Kiwanis to which they currently aspire.

The Committee also reaffirms last year's delineation of the objectives and responsibilities of the Board Committee, the International Committees on Kiwanis Education, and the General Office Staff. These are:

In terms of responsibilities, the Board Committee sees its primary obligations as assuring full discussions of the subject of Kiwanis education and subsequently reporting on such discussions to the Board. The Committee itself does not have a promotional function, but it will seek, through our staff liaison, to generate promotion by the General Office and promotion by the International Committees and, on behalf of the Staff and the International Committees, to recommend ways in which staff and committee effort may be more productive.

The primary obligation of the staff is to implement recommendations of the Board where such implementation is dependent upon the General Office and to counsel and assist the International Committees in the implementation of programs and other efforts which they themselves are coordinating. We do not see staff responsibility as the implementation of responsibilities assigned to an International Committee.

We regard the International Committees, within guidelines or directives established by the Board and with the counsel and assistance of the staff, as the architects and coordinators of promotional programs directed to district committee chairmen as well as advisors and counselors to the staff and the Board Committee on matters related to Kiwanis education.

The Committee reminds the Board that President Merald appointed two Special International Committees on Kiwanis Education. The Worldwide East Committee is chaired by Clint Whitfield, Past Governor of the Eastern Canada and the Caribbean District; the Worldwide West Committee is chaired by Ron Bubel, Past Governor of the Minnesota-Dakotas District. Most governors have appointed chairmen of district Committees on Kiwanis Education.

Assessment of the 1979-80 Kiwanis Education Effort

In 1979-80 Kiwanis International made its greatest effort on behalf of Kiwanis education in two decades. This was accomplished in part through recommended structural change, especially through the establishment of Committees on Kiwanis Education at International, district, and club levels and the creation of a Board Committee on Kiwanis Education. In part, it was accomplished by the development and distribution of new resource materials, especially the Kiwanis Education Manual and several audiovisual presentations. We are sure that most of us, in visiting district conventions and attending leadership education conferences this past summer, saw new evidences of concern and new evidences of achievement in the field of Kiwanis education. It is the judgment of the Committee that this participation will continue in 1980-81.

The Kiwanis Education Focus in 1980-81

Insofar as 1980-81 is concerned, the Committee believes that primary effort should be given to continuing what we started a year ago and continue to work toward greater participation of all districts and all clubs in our Kiwanis education effort, especially in terms of the recommendations set forth in the Kiwanis Education Manual. At this time, the Committee is not inclined to recommend the production of any special subordinate programs in support of Kiwanis education.

At the same time, the Committee is aware of the fine effort in progress in the development of additional audiovisuals and fully supports the continuance of this effort. There are still areas of Kiwanis structure and operation with which the typical Kiwanian is not well acquainted, and we should continue to fill in the gaps as we identify them and make decisions regarding their priorities. This should always be an objective of Kiwanis International.

Moreover, the Committee will welcome any support of Kiwanis education which can come from Board and staff members --- references to it in presentations we make in districts, support items in Kiwanis magazine, inclusion of Kiwanis education in recommended conference agendas, and so on. Kiwanis education can be a part of most that we are going to be involved in during 1980-81. We must all avoid regarding it as an isolated province of one Board Committee or one staff member.

Short- and Long-Term Possibilities

The Committee regards it as highly desirable for districts and clubs to develop their own histories, up-date them from time to time, and make them available to their memberships. We are uncertain how many districts have published a history at all or how many have published an up-dated one during the past five years or so. We will be asking our two International Committee Chairmen to encourage all districts to have at least brief histories of their districts. We have, in the Kiwanis Education Manual, encouraged all clubs to develop a club history of at least one page for distribution to all members.

The Committee reviewed an item recently developed by Ralph Bishop, Chairman of the Committee on Kiwanis Education for the Georgia District, entitled "Introduction to Kiwanis." It is a three-ring looseleaf binder which folds into an easel, and the contents comprise agenda for the club chairman to use in the orientation of a new or prospective member. The staff has been asked to obtain a copy so that it can be evaluated in terms of a possible sales item for Kiwanis, and it appears that this is a good possibility with minimal adaptations. The Committee commends Chairman Ralph for his initiative in developing this and for the quality of the product.

The Committee welcomes input from every Board member. Whenever you conceive a new Kiwanis education idea or learn of one which might merit Kiwanis development, or whenever you conclude that our Kiwanis education effort should take some specific direction, we want to hear from you.

Respectfully submitted,

ALBERT L. COX

C. E. "PETE" THURSTON, JR.

MARK ARTHUR, JR., Co-Chairman

JEAN ED. FRIEDRICH, Co-Chairman

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

September 28 - October 2 and 5, 1980

Date of Committee Meeting: September 30, 1980

Place of Committee Meeting: General Office

Present: Members - Anton J. "Tony" Kaiser, James B. Richard
Chairman - Frank J. Di Noto
Staff - Fay H. McDonald

Amendment re Senior Membership for Council Action

As the Board is aware, the Board is presenting a proposed amendment to the Council Meeting on October 5, 1980, which would amend Article II, Section 3, of the Bylaws of Kiwanis International in order to change the eligibility and attendance requirements for senior members. The proposed amendment was previously approved by the Board and is attached for information purposes as Exhibit A.

Amending the Constitution and Bylaws Changing the Title of Secretary to Executive Director

The appropriate amendment to the Constitution and Bylaws of Kiwanis International changing the title of Secretary to Executive Director and the procedure for making the change in titles in Policies will be presented to the Board at its next meeting.

Amendment to Capital District Bylaws

Staff presented to the committee an amendment to the bylaws of the Capital District adopted at its 1980 District Convention for the purpose of guidance in giving approval. The Capital District amended Article X, Section 8, of its bylaws to provide that if a club had no delegates or alternates present at its convention, the lieutenant governor of the division of the club may certify himself as a delegate of the club, unless the club objects. The committee concurs with staff that such a procedure cannot be approved because of two deficiencies. First, the wording adopted by the district does not limit the lieutenant governor to representing just one such club which may not be otherwise represented. Second, a lieutenant governor, in order to represent a club, should be certified by the club as is the case for a lieutenant governor representing a club not otherwise represented at an International Convention. Staff was instructed to advise the district leadership that a new amendment must be submitted which provides that a lieutenant governor may only represent one club in the division which is not otherwise represented at the district convention, and that the club must elect the lieutenant governor to be its representative and so certify in writing.

Respectfully submitted,

ANTON J. "TONY" KAISER

JAMES B. RICHARD

FRANK J. DI NOTO, Chairman

PROPOSED AMENDMENT
TO THE INTERNATIONAL BYLAWS

Submitted by the Board of Trustees of Kiwanis International to the meeting of the International Council to be held on October 5, 1980.

This amendment proposes to amend Article II, Section 3, of the Bylaws of Kiwanis International in order to change the eligibility and attendance requirements for senior members.

Amend Article II, Section 3, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 3, as follows:

Section 3. Senior Membership.

a. Any active member of a chartered club who shall have been an active member in good standing of one or more Kiwanis clubs for no fewer than fifteen (15) years, and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, and who shall have met such other conditions as may be prescribed by the club in its bylaws, may be elected a senior member upon making written application.

b. A senior member shall meet the standards of attendance and participation as set forth by the club Board of Directors, which standards shall include attendance at no fewer than twelve (12) club meetings annually. A senior member shall pay annual membership dues and shall be entitled to all privileges of the club.

c. Annually, the Board of Directors of the club shall, at its first meeting, review the membership of each senior member and shall have the authority to either renew such senior membership for a period of one year, or for such reasons as seem adequate, to terminate the senior membership and reinstate such member as an active member.

PRESENT PROVISIONS
BYLAWS

Article II, Section 3

Section 3. Senior Membership.

a. Any active member of a chartered club who shall have been an active member in good standing of one or more Kiwanis clubs for such number of years, not less than ten (10), and who is unable to meet attendance requirements because of health, business or other extenuating circumstances and who shall have met such other conditions as may be prescribed by the club in its bylaws, may be elected a senior member upon making written application.

b. A senior member shall meet the standards of attendance and participation as set forth by the club Board of Directors. A senior member shall pay annual membership dues and shall be entitled to all privileges of the club.

c. The Board of Directors of the club shall review the list of senior members not less than once each year and shall have authority for such reasons as seem adequate, to terminate any such members' senior membership, or to reinstate any such members as active members.

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

September 28 - October 2 and October 5, 1980

Date of Committee Meeting: September 29, 1980

Place of Committee Meeting: General Office

Present: Members - Aubrey E. Irby, John T. Roberts
 Chairman - Raymond W. Lansford
 Staff - Percy H. Shue

The province of the Board Committee on Leadership and Council is (1) "leadership education" (the preparation of Kiwanians for positions of responsibility to which they have been elected or appointed) and (2) overall Council planning.

The Council Meeting Program

As printed, the Official Council Program is very similar to the one of a year ago in which most of us participated, but we do want to remind you of several differences.

Each of us who will be serving as a counselor to districts in 1980-81 will have workshop presiding responsibilities on Friday and Saturday. We will be assisted during the workshop discussion period by a two-member panel --- one a fellow Board member, the other a Past President --- whose primary responsibility will be to assist the presiding officer in responding to questions and comments from the governors. You have all received advance copies of the Workshop schedule exactly as it appears in the printed program, so I will not go into the detail of that. Remember, however, the times shown must be adhered to or we will have problems. Remember, too, that as presiding officers, we want to involve the governors as much as we can in the discussion period and give priority to their interests and concerns once the Faculty Resource Team has made its presentation.

We have two guest speakers scheduled. At the general session on Friday morning, Dr. Whitt Schultz will address us, and on Sunday morning the devotional message will be brought to us by Rabbi David M. Horowitz of Hammond, Indiana.

Since Circle K International President Tom Andrews cannot arrive prior to Saturday evening, he has been scheduled to make his comments on Sunday morning during the formal meeting of the Council rather than, as is customary, at the luncheon Honoring the Past Presidents on Saturday. To adjust for this, the Report of the Kiwanis International Foundation will be presented at the Saturday luncheon rather than during the Council session on Sunday morning.

Information regarding your seating locations will be in your Council registration envelopes, and I encourage you to review those materials before you come to the first session on Friday afternoon at 1:30.

The closing Au Revoir at 11:30 on Sunday will, we are sure, be adequate, but, because of budgetary considerations, it will be somewhat less lavish than we have had during the past several years.

Along the way there will be some program features which we know you are going to enjoy but which are not detailed in the printed program. In fact, we are rather certain that this will be one Council program which you will always remember.

If you have any questions of detail about your own role in the program, let us know. Meanwhile, our Committee expresses its warm thanks to every one of you for accepting your roles, and we are confident you will carry them through with distinction.

Other 1980-81 Leadership Education Meetings

At this time, we would like to reconfirm several dates of leadership education conferences or Council meetings ahead.

The first Conference for 1980-81 Governors-elect will be held at the Hotel Continental Plaza, March 25-28, 1981.

The second meeting of the 1980-81 Council will be in New Orleans on Sunday morning, June 28. It is probable, too, that we will have on the preceding day --- Saturday, June 27 --- a conference (or conferences) involving governors-elect and 1981-82 International Committee Chairmen.

The dates for the first meeting of the 1981-82 Council, as previously established by the Board, are October 2-4 (Friday noon to Sunday noon), 1981, in the Hotel Continental Plaza.

Regional Workshops for Lieutenant Governors and Club Officers

Ten Regional Workshops for Lieutenant Governors and Club Officers are scheduled as follows (and these are all Saturday dates): October 18, Charlotte, North Carolina, and Philadelphia; October 25, Minneapolis and Oklahoma City; November 1, Detroit and Chicago; November 8, Boston and San Francisco; and November 15, Portland, Oregon, and Denver. Each will run from 9:30 a.m. to 3:45 p.m.

Two or three staff members will conduct each workshop. The agenda on Saturday morning will focus upon own-club analysis; and a period at the end of the day will be staff presentations on four topics, and a period at the end of the day reserved for questions and answers regarding any topic of club or division concern. Along the way, three of our newest audiovisuals will be shown. Each participant will pay an advance fee of \$10.00, which includes the cost of his meal.

The Committee will closely analyze attendance at these workshops before recommending whether the plan will be continued for another year. We do, however, believe that holding all conferences on Saturday, holding them earlier in the year, and inviting attendance from all club leaders will result in increased attendance this fall. If the decision is made to continue holding the workshops, careful study will be given to selecting the sites to insure optimum coverage of the Kiwanis Districts while maximizing attendance.

Revision of the Club Officers Manual

Between now and the next meeting of the Board, staff will develop a draft of a completely revised edition of the Club Officers Manual in an effort to make it more valuable to club presidents and secretaries. The Committee suggested to the staff that primary focus should be placed on "what to do" and that this be presented in condensed and graphic form, set forth chronologically. This can be supplemented with a "how to do it" separate section on recommended procedures and techniques. The revised manual will be distributed to all clubs as part of the 1981-82 President's Package next summer. Recommendations regarding elements which should be included will be welcomed from all Board members.

Leadership Techniques Package

A Leadership Techniques Package was developed by the 1979-80 Special International Committee on Leadership Development. To this point, it is a single xeroxed item which was distributed only to 1979-80 governors and 1979-80 governors-elect for evaluation and optional use. In essence, it is a dissertation on styles of leadership and on the principles of leadership which we would hope to see applied by our elected Kiwanis leaders, especially club leaders. It covers such topics as committee selection and administration, parliamentary procedure, goal-setting, decision-making, evaluation, and so forth.

On the basis of a survey conducted among those who received the package draft in Anaheim (and one-third of them returned the questionnaire), governors and governors-elect are strongly in favor of some form of program directed toward improving leadership techniques skills within Kiwanis.

The Committee agrees that the need and the opportunity exist, but, in confronting the question of how leadership techniques could best be transmitted, it prefers to leave the question open at this time. There is appreciable doubt on the part of the committee that enough can be accomplished merely by distributing materials for reading or by adjusting our current Lesson Plans to accommodate an additional brief presentation on leadership techniques at one of the required leadership education conferences.

Among the suggestions presented were the following: that a one-and-a-half or two-hour demonstration of leadership techniques be scheduled into the district and/or Kiwanis International forums; that a professional organization or an educational institution or a corporation be consulted about a possible program for Kiwanis; that a leadership techniques seminar be tested on a

division basis; that the possibilities of programmed instruction be explored; and that some form of participation in a leadership techniques program be required for a Distinguished Service award.

Beyond that, it was agreed that contact with professionals might result in a rather complete revision of our total leadership education program in terms of instructional techniques and leadership concepts.

The Committee will be exploring these suggestions further at later meetings this year.

March 1981 Conference for Governors-elect

The March 1981 Conference for Governors-elect will be held in the Hotel Continental Plaza, March 25-28. It will generally retain the features of the 1980 Conference but staff has indicated that it plans to make greater use of audio/visual techniques in support of faculty presentations.

Schedule for Leadership Education Conferences, Summer 1981

It is customary for the Committee at this fall meeting to recommend preferred dates for leadership education conferences held in districts.

Recommendation #1:

The Committee recommends that the 1980-81 governors-elect be encouraged to schedule their primary Conferences for Lieutenant Governors-designate during the period of July 17 to August 2; that lieutenant governors-designate be urged to complete their primary education of club officers-designate by August 31; and that presidents-designate be urged to complete their education of club directors and committee chairmen by September 30.

I move that Recommendation 1 be adopted.

(Adopted)

Budget Review

President-elect Mac McKittrick asked the Committee to request an adjustment in the 1980-81 budget which would cover the expenses of five of his appointees (including one from an extension district) in attending a 1981-82 program planning conference in Chicago in November, the 1981 Conference for Governors-elect in Chicago in March, and a Conference with 1981-82 Committee Chairmen in New Orleans on the Saturday preceding the opening of the Convention. This cost increase will be offset (albeit in the 1981-82 Budget) by a reduction in the number of International Chairmen invited to attend the first meeting of the 1981-82 Council.

Recommendation #2:

The Committee requests that the 1980-81 budget for Department 18 (Board Leadership and Council) be adjusted to reflect the following

increases: 110-04 (Travel - Program Planning), \$9,580; 110-06 (Travel - Governors-elect Conference), \$4,200; and 163-02 (Meals - Governors-elect Conference), \$600, which total \$14,380, to cover the expenses of five special appointees of the President-elect in attending the three conferences referred to in the body of this report.

I move that Recommendation 2 be adopted and referred to the Finance Committee.
(Adopted)

Conference Scheduling - 1981-82 and Beyond

It is desirable to schedule dates of Conferences several years in advance and usually to obtain tentative holds on hotel facilities about a year and a half to two years in advance.

For this reason, the Committee is prepared to recommend dates through 1984.

Recommendation #3:

The Committee recommends that the following be established as meeting dates for 1983-1984:

1983 March Conference for Governors-elect - March 23-26
1984 March Conference for Governors-elect - March 28-31
1983 First Council : September 30-October 2
1984 First Council : September 28-30

I move that Recommendation 3 be adopted.
(Adopted)

The Committee will recommend facilities for 1982 and 1983 meetings as soon as the matter of General Office location has been determined.

Hotel Continental Plaza is tentatively held as the site of the 1982 Council meeting on October 1-3.

Respectfully submitted,

AUBREY E. IRBY

JOHN T. ROBERTS

RAYMOND W. LANSFORD, Chairman

REPORT OF BOARD COMMITTEE ON MEMBERSHIP GROWTH
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
September 28 - October 2 and October 5, 1980

Date of Committee Meeting: September 29, 1980

Place of Committee Meeting: General Office

Present: Members - Henry L. "Les" Myers, Jr., Mark A. Smith, Jr.
Chairman - Anton J. "Tony" Kaiser
Staff - Robert M. Detloff, Alonzo J. Bryan

Membership Statistics

The membership statistics as released for the period ending August 22, 1980 were reviewed. (Members of the Board had received them previously.) The report reflects an active, privileged and senior membership of 299,234; 3,279 honorary; for a total membership of 302,513.

The Committee discussed in detail a number of concerns relating to our present practice of only releasing certified membership as of September 30 following the close off date of November 30 of an administrative year. Principally, the Committee sees the present practice as resulting in some distortion of true membership statistics and even then, providing the final year-end figures too late to be of use to the outgoing administration. Also, basing membership on the October 1 billing tends to encourage year-end deletions before giving the new club administration an opportunity to bring back fallen away members.

It is unanimous opinion of the Committee that the APS totals should reflect paid membership only and that these statistics should be made available to Kiwanis leaders as soon as possible throughout the year, for their promotional use.

The Committee believes that the paid membership for the second half billing of an administrative year plus paid new member adds (less deletions), plus the membership of new Kiwanis clubs based on the actual rosters received in the General Office prior to October 1 represent the actual starting membership for the following administrative year, and that any paid membership recorded in the General Office as of September 30 of any given year should be considered as members of Kiwanis for that administrative year.

We are however advised by Staff that there are still logistical and practical computer problems to be solved before the change in our procedure implicit in the above could be implemented.

Recommendation #1:

The Committee recommends that, conceptually, the paid membership for the second half billing of an administrative year, plus paid new member adds less deletions, plus the membership of new Kiwanis clubs based on the actual rosters received in the General Office prior to October 1, assuming dues for members of those new clubs have been paid, plus life members, be considered our APS membership for that administrative year and the starting membership figure for the following administrative year.

I move that recommendation 1 be adopted.

(Adopted)

Membership conservation

The Committee devoted considerable time to the important subject of conservation of our current membership.

Despite the excellence of our promotional materials and our incentive and award programs as promoted by our International Committees, the annual increases in our membership over at least the last ten years simply have not been satisfactory.

Something is obviously lacking in both the areas of member recruitment and membership conservation. The Committee discussed at length a number of possibilities as to what that "something" might be, and where we might at least begin to try to provide it.

Discussion ultimately centered around the value of doing research to determine the proper "market" for our "product" and how we can better reach that market, and why some men decide to join Kiwanis and other men decide not to. The announced effort of the 1980-81 International Committees on Membership Growth to develop a more effective "sales presentation" and Kiwanis "salesmen" seems promising.

Among the many related questions and concerns also discussed were these: How can Kiwanis growth benefit more from the many community service projects of our local clubs? How can we increase the prestige of Kiwanis membership? Are changes needed in our membership classifications, in our attendance requirements, etc., and should we set up test programs in certain areas? The Committee is retaining these various concerns for further study and would welcome suggestions and comments from all members of this Board.

Kiwanis and You Kits enclosures

A suggestion was referred to the Committee that a Proposal for Membership Form be included in the Kiwanis and You Kits presented by many clubs inducting new members. We were advised that the kits currently being provided clubs do contain this form.

The Committee discussed further strengthening these kits with a new form directed to the attention of the new member and would ask that he list the names of friends and associates whom he would recommend for membership in Kiwanis, and also answer the following questions:

1. How did you first learn about Kiwanis?
2. Why did you accept membership in this club?
3. What do you expect from this club?

The form would be completed on or soon after the day of induction and returned to the club secretary who would be requested to include it when mailing his next Official Monthly Report to the General Office.

The Committee believes that valuable information could be gleaned from hundreds or thousands of such survey forms, and has directed that such a form be created and be included in all future Kiwanis and You Kits.

Distinguished Governor criteria item #1

The Committee reviewed the mandatory criteria for Distinguished Governor. Item 1 relates to membership growth and currently reads: Membership Growth - October 1 through September 30 - a five year average deletion factor plus 1.5% times certified membership equal the new member add quota.

This criteria does not recognize or give credit for membership conservation. It would be possible for a Governor to meet the criteria via new member adds, and through poor performance in membership conservation, still have his district end the year with a net loss.

Since one of the purposes of the Distinguished Award program is to encourage real growth, the Committee feels that the criteria should require net growth, i.e. new members exceeding deletions and that, again, these statistics be based upon paid membership.

Recommendation #2:

The Committee recommends that Item #1 of the Criteria For Distinguished Governor be changed to read: Net increase in membership of 1½% based on the actual paid membership.

I move that recommendation 2 be adopted.

(Adopted)

Diamond Growth Award

In previous years the Diamond Growth Award program and the Distinguished President's Award were essentially related. Action by the Board in Anaheim changed the Distinguished President's program to a Distinguished Club Award with a banner patch to be awarded to eligible clubs. Distinguished club's may purchase Distinguished pins for presentation to their presidents.

It would appear that the present Diamond Growth Award pin has, therefore, become superfluous and unnecessary.

Recommendation #3:

The Committee recommends that the Diamond Growth Award pin be discontinued and that the new procedure of providing a banner patch be considered as the Diamond Growth recognition award.

I move recommendation 3 be adopted.

(Adopted)

Life Member Status

There have been some complaints that the lucite holder to which the Life Member recognition plate is attached does not present an attractive appearance, because the clear holder reveals the gluing on the reverse side. Staff had been directed to investigate the cost of changing to a blue or black holder that would be nicer. The quoted price for a new blue holder in lots of 2,000 is \$1.15 each. The Committee also feels that the new holder would be enhanced by having a Kiwanis decal on the reverse side. The quoted price for attaching such a decal is 10¢, bringing the total cost of the new item to \$1.25.

Recommendation #4:

The Committee recommends that 2,000 blue lucite holders with the Kiwanis decal attached be purchased at a cost of \$1.25 each for presentation to recipients of Life Member Status.

I move that recommendation 4 be adopted.
(Adopted)

On a related subject, the Committee was reminded that following the retirement of the International Secretary it will be necessary to update the desk plate and wallet card provided recipients of Life Member Status. Several suggestions were also made to possibly changing the material used for the plate and wallet card. The Committee feels that the current items are quite satisfactory but does see room for improvement in their wording and suggests the elimination of any International officer's signature. The quoted price for the desk plate is \$1.80 each in lots of 2,000. The quoted price for the wallet card is \$1.30 each in lots of 2,000.

Recommendation #5:

The Committee recommends that the current desk plate and wallet card presented to recipients of Life Member Status be updated and that 2,000 desk plates be purchased at a cost of \$1.80 each, and 2,000 wallet cards be purchased at a cost of \$1.30 each. The Committee further recommends that the wording be changed and the signature omitted.

I move that recommendation 5 be adopted.
(Adopted)

As the above items (lucite holders, desk plates and wallet cards) are not provided for in the 1980-81 budget the Committee would direct that Budget No. 19, line item 138-01 be increased in the amount of \$8,700 and refers this to the Committee on Finance.

Availability of Hertz and National Car Rental Charge Plates

Both Hertz and National have presented proposals offering discounts to members of Kiwanis. The Committee reviewed the proposals but does not feel that either of them would be an appreciable incentive to membership recruitment or membership conservation. The Committee has no objection to providing this service to Kiwanians but has no recommendation.

Annual certification of club membership

Members of staff have scheduled an October 15, 1980 meeting to consider the desirability and means of conducting an annual census and certification of club membership. It may well be that the results of Staff's efforts will contribute to the solution of the problems involved in determining paid membership as of a satisfactory date, as referred to previously in this report.

Membership Promotion materials

The Committee reviewed the several items provided clubs through the Supplies Department that directly relate to membership promotion. These items include: New Member Invitation Folder; Kiwanis Facts for Members; Prospective Members and Friends; This Is Kiwanis; What's The Best Investment You Can Make?; Theme Folder; and What Is Kiwanis?

The current list prices reflect a considerable markup and as a result the cost may be prohibitive to small clubs operating with a very limited administrative budget. The value of having these promotional items available for distribution by the clubs is obvious and the Committee is convinced that everything possible should be done to encourage and facilitate their procurement and use by clubs.

Recommendation #6:

The Committee, therefore, recommends that items listed in the Supplies Catalog that relate directly to membership promotion be made available to clubs at the actual cost plus handling charges.

I move that recommendation 6 be adopted.
(Adopted)

A number of requests are received each year from district chairmen and others for membership promotion materials for distribution at district conventions or conferences.

The Committee believes that since it is clearly in Kiwanis' best interest that such use of these materials be encouraged, and that a limited supply of such membership promotion items should be made available for distribution at district conventions and conferences upon request of appropriate district Kiwanians.

Recommendation #7:

The Committee recommends that 300 each of the Kiwanis Facts for Members, Prospective Members and Friends and Theme Folders be made available for distribution purposes at district conventions and conferences for membership promotion and that a line item be created under Budget 19 in the amount of \$1,000 to cover cost of producing and shipping of these items.

I move that recommendation 7 be adopted.
(Not approved)

Official Women's Auxiliary

The suggestion was brought to the Committee that consideration be given to the establishment of Women's Auxiliaries at the club level throughout Kiwanis International.

The Committee noted Article XV, Section 1 of the Constitution of Kiwanis International which reads: "There shall be no auxiliary bodies created or organized within this organization."

The Committee, recognizing that there are already a number of such women's groups currently existing under several different names some of which are strictly social and others of which assist Kiwanis clubs in activities and fund raising projects, and recognizing the importance of this matter, is retaining it for study and requesting staff to begin accumulating relevant data on the proposal.

1980-81 budget

The Committee reviewed and approved the 1980-81 budget as set up for the Department on Membership Growth. The Committee has recommended additional line items in this report for the consideration and action of this Board.

Added Departmental responsibilities

The Committee was advised that the coordination of the Regional Workshops for Lieutenant Governors and Club Officers was assigned to the Director on Membership Growth and that the Director would be personally participating in five of the ten workshops. Project 30 which was previously handled by the Department on Club Service has been transferred to the Department on Membership Growth.

Respectfully submitted,

HENRY L. "LES" MYERS, JR.

MARK A. SMITH, JR.

ANTON J. "TONY" KAISER, Chairman

REPORT OF BOARD COMMITTEE ON NEW CLUB BUILDING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
SEPTEMBER 28 - OCTOBER 2 AND OCTOBER 5, 1980

Date of Committee Meeting: October 1, 1980

Place of Committee Meeting: General Office

Present: Members - Mark Arthur, Jr., Donald E. Williams
Chairman - Warren H. Edwards
Staff - Robert M. Detloff, Raymond G. Jeanes, Bruce M. Turnmire

REVOCATION OF CHARTERS

Attached as Exhibit A is a list of 51 clubs whose charters their districts have recommended for revocation.

The committee questioned whether in all cases the districts had done all they could to revive these clubs. Mention was made of a special form used by the Ohio District to ascertain whether action was taken on the divisional and district level to save a club before it is recommended for charter revocation. The committee requested staff to obtain a copy of this form and to report at its next meeting whether such a form could be used on the international level.

Since reports have been received from all the districts indicating that the clubs on the list were beyond saving, the committee recommends:

Recommendation #1:

The Committee recommends that the charters of the 51 clubs listed on attachment A be revoked.

I move that recommendation 1 be adopted.

(Adopted)

NEW CLUB BUILDING STATISTICS 1979-80

Attached as Exhibit B is the latest New Club Building Scoreboard which shows 377 new clubs organized in 1979-80. With the reports which are expected to arrive before the October 15 deadline for receipt of information regarding clubs organized in the 1979-80 year, it is expected that the total of new clubs will be very close to, if not surpass, last year's total of 388 new clubs. The committee was pleased to note this good new club production, particularly in light of the fact that the field service staff was reduced to five from the start of the 1978-79 year.

The committee wishes to specially commend New Club Building Chairmen, Worldwide East Wil Blechman and Worldwide West Harris Hunter for their successful efforts in enlisting the increased voluntary participation which made this fine growth possible.

The committee would also like to commend Governor M. Jeff Watts, Jr. of the Georgia District and Governor William C. Spataro of the New York District for breaking their district's all-time new club building records. The committee also wishes to congratulate Governor Vernon D. Evans of the Southwest District which has tied its all-time record and the five other governors whose districts met or surpassed their all-time record.

The committee notes that it has become the custom to present a special award at convention to governors whose districts match or surpass their all-time new club records and therefore makes the following recommendation:

Recommendation #2:

The Committee recommends that awards be presented to the governors of the Georgia, New York, and Southwest Districts at the 1981 Convention in New Orleans honoring them for matching or surpassing their district's all-time new club building records.

I move that recommendation 2 be adopted.

(Adopted)

The committee also noted that certain districts unfortunately had done very poorly in new club building. In cases such as this, the committee hopes that the Board District Counselor will strongly emphasize to the governor the need for a more intensive new club building effort.

PROMOTION OF THE 1980-81 NEW CLUB BUILDING EFFORT

President Merald has chosen as his New Club Building theme, "Be an Enstad 18-hour New Club Builder." This is based on his goal of organizing the equivalent of one new Kiwanis club every 18 hours around the world. This would come to 487 new clubs, which would break the all-time new club building record of 438 set in President Maury Gladman's year.

The committee was pleased to note the enthusiastic preparations being made for 1980-81 by New Club Building Chairmen Gene Overholt of Worldwide East and Robert Wales of Worldwide West.

The committee also reviewed with satisfaction the promotional materials sent out to governors, district new club building chairmen, lieutenant governors, and club presidents. The committee notes, too, with great pleasure that we have already received word of the organization of nine clubs for the 1980-81 year.

REVIEW OF FIELD SERVICE REPRESENTATIVE PROGRAM

Attached as Exhibit C are the 1980-81 district assignments for the field service staff. You will note that they are the same as those for 1979-80. The committee feels it is best that no change be made this year so as to give the Field Service Representatives the opportunity to use the knowledge they gained regarding these districts during the past year.

The committee reviewed with satisfaction the ongoing process of training the field service staff for maximum production. On October 2, 1980, a workshop for them will be

held during which ideas and techniques will be shared. Presentations on the development of a general benefit statement for Kiwanis membership and the difference between a feature and a benefit will be made.

A seminar for the field staff will be held at the General Office on December 15 to 18. During the time the highly regarded three-day Professional Selling Skills II course developed by the Xerox training systems will be presented to them. This program presents a proven system of selling based on need satisfaction, which will be adapted to Kiwanis.

It is also planned that Secretary for Growth Bob Detloff will spend time in the field with each of the field service representatives.

REVIEW OF THE ACCREDITED REPRESENTATIVE PROGRAM

Far greater emphasis is being placed on the training of accredited representatives for organizing clubs now that the field service staff has been reduced. The committee reviewed the accredited representative program and believes that it does adequately equip them to perform their important function of running the organization meeting. In this program a much smaller number of accredited representatives is appointed by each governor than in former years. Most districts now appoint six, which enables us to give them better training. The 1980-81 accredited representatives have been sent a letter of appointment and a concise, but complete manual outlining their duties.

The field service staff has also been instructed to arrange training sessions with as many of the accredited representatives as they possibly can. A monthly newsletter, called "Rappin' with the Reps," will also be sent to them.

The committee noted the success of the special luncheon for accredited representatives at last year's convention and believe that the training and encouragement offered by such a luncheon justify the cost and so make:

Recommendation #3:

The Committee recommends that a luncheon for accredited representatives be held during the 1981 Convention in New Orleans and that this be referred to the Convention Committee for implementation.

I move that recommendation 3 be adopted.

(Adopted and referred)

REVIEW OF FIELD SERVICE BUDGET

Assistant Secretary for Growth Bob Detloff reported that the amounts budgeted in the 06-Field Service Account for 1980-81 are adequate. It was pointed out in the committee that \$20,000 still appears in the projected budget's 06-110-09 account for travel for "region 6." Since the decision has been made to continue to operate with five field men, this \$20,000 will not be needed and should be removed from the budget.

The committee also noted that travel expenses for field men in the 1979-80 budget are running some 13% over budget. It was explained that this was caused by the dramatic increase in travel expenses since the budget was made in June, 1979. Reputable sources

indicate that this increase was some 30%, which indicates that the field service staff travel expenses have not increased as rapidly as the inflation rate. Provision has been made in the 1980-81 budget to cover the increased cost of travel.

The committee is concerned over the cost of new club building supplies. It encouraged staff to continue making efforts to reduce these costs. It was suggested that a four-page brochure promoting the sponsorship of a new club be prepared which would do away with the current procedure of sending a relatively costly New Club Building Kit to every club which has indicated even the slightest interest in organizing a club. This brochure could include an order form for a New Club Building Kit which would also ask for the name and location of the potential new club. It was noted that with the current procedure far more New Club Building Kits are sent out than clubs are organized.

The committee also noted with approval the new procedure of giving each Organization Kit sent out a serial number to help assure their utilization.

SPONSORSHIP OF NEW CLUBS

This year has seen an unusually large number of multiple club sponsorships of new clubs. The committee feels that having three or more clubs as sponsors of a new club is not a good practice since it disperses the responsibility for providing the needed support for the new club to such an extent that no club feels responsible. Currently the new club Petition contains the following statement: "Sponsorship by one club is encouraged. Co-sponsorship by two clubs under certain circumstances is permissible. Co-sponsorship by more than two clubs is discouraged." The committee feels this should be strengthened to preclude the possibility of official recognition of the sponsorship of a new club by more than two clubs and therefore makes the following recommendation:

Recommendation #4:

The Committee recommends that no more than two clubs be recognized as the sponsors of a new club and that this be referred to the Laws and Policies Committee for inclusion in Policies.

I move that recommendation 4 be adopted.

(Adopted and referred)

The committee also reviewed a letter received from a past governor of the Montana District suggesting that the fee recommended to be collected from prospective members of new clubs be increased from \$10 to \$20 and that the organization fee collected by Kiwanis International be increased from \$100 to an amount sufficient enough to preclude the need for collecting prorated dues from the new club for its first year. The committee decided that further study was needed before action should be taken on this proposal.

Respectfully submitted,

MARK ARTHUR, JR.

DONALD E. WILLIAMS

WARREN H. EDWARDS, Chairman

CLUBS TO BE CONSIDERED FOR CHARTER REVOCATION

WEDNESDAY, OCTOBER 1, 1980

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>DIVISION</u>
SALDANA, COLOMBIA	6-22-77	6
BLOSSOM VALLEY, SAN JOSE, CALIFORNIA	2-20-76	12
DESERT HOT SPRINGS, CALIFORNIA	2-02-78	6
FONTANA SIERRA, CALIFORNIA	9-14-79	36
KONOCITI, KELSEYVILLE, CALIFORNIA	5-21-76	32
NORTH OXNARD, CALIFORNIA	10-20-70	42
PACOIMA, CALIFORNIA	12-16-46	16
KONA, HAWAII	4-10-74	22
CROSS KEYS, MARYLAND	9-20-78	12
GREATER ANNAPOLIS, MARYLAND	2-28-33	14
OCEAN CITY, MARYLAND	5-18-73	15
FAIRMONT, NORTH CAROLINA	2-22-79	4
KINSTON-LENOIR COUNTY, NORTH CAROLINA	10-08-74	7-E
BIG PINE AND LOWER KEYS, FLORIDA	4-25-79	17
COCONUT GROVE, FLORIDA	11-10-58	17
DORAL, MIAMI, FLORIDA	5-10-78	16
KINGS POINT WEST, GOLDEN K, FLORIDA	2-04-77	9
MIAMI NORTHSIDE, FLORIDA	2-17-61	16
RUSKIN, FLORIDA	10-25-77	9
CHAMBLEE-DORAVILLE, GEORGIA	7-25-56	14
MOUNTAIN VIEW, GEORGIA	4-23-63	17
TARA, JONESBORO, GEORGIA	4-17-73	17
AURORA BOREALIS, ILLINOS	9-29-79	10
STAUNTON, ILLINOIS	9-28-79	34
YORKVILLE, ILLINOIS	5-29-79	10

CLUBS TO BE CONSIDERED FOR CHARTER REVOCATION Cont'd

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>DIVISION</u>
CASTLETON, INDIANA	10-27-77	9
COVINGTON, INDIANA	8-17-77	6
TIPTON, INDIANA	8-29-78	7
MINNEAPOLIS, KANSAS	4-03-79	4
FOUNTAIN CITY, TENNESSEE	2-09-56	5
PINEY FLATS, TENNESSEE	11-27-79	7
DEDHAM, MASSACHUSETTS	3-24-59	13
STRATFORD, CONNECTICUT	6-07-76	1
CENTRAL OCEAN, FORKED RIVER, NEW JERSEY	11-21-72	6
DEPTFORD, NEW JERSEY	3-07-62	3
CHESAPEAKE, OHIO	6-07-77	9
TIPP CITY, OHIO	3-30-65	3-W
WAPAKONETA, OHIO	6-17-55	2
WAVERLY, PIKE COUNTY, OHIO	7-31-79	9
CAMANO ISLAND, WASHINGTON	4-17-74	22
GREENWOOD, WASHINGTON	5-24-78	24
MOUNTLAKE TERRACE, WASHINGTON	8-21-69	22
BANGA, PHILIPPINE SOUTH	10-1-77	6
BUENAVISTA, AGUSAN DEL NORTE, PHILIPPINE SOUTH	8-30-75	3-A
TACLOBAN CITY, PHILIPPINE SOUTH	3-12-74	1-C
TRI-MOUNTAIN, LOVELL, WYOMING	8-24-61	10
BLACK CREEK VALLEY, WINDOW ROCK, ARIZONA	0-06-78	12
NAVAJO COMMUNITY COLLEGE, TSAILE, ARIZONA	2-22-78	12
PHOENIX SUNBURST, ARIZONA	4-21-79	8
WHITE SANDS MISSILE RANGE, NEW MEXICO	6-17-77	4
HUNTINGTON-METRO, WEST VIRGINIA	2-10-78	6

KIWANIS NEW CLUB BUILDING SCOREBOARD - 1979-80

DATE: SEPTEMBER 30, 1980 (9/16-30/1980)

<u>WORLDWIDE EAST</u>	<u>All-Time High</u>		<u>Pledge</u>	<u>1979-80</u>	<u>1978-79</u>	<u>This Period</u>
ALABAMA	76-77 & 78-79	13	10	5	13	0
CAPITAL	72-73 & 73-74	15	10	6	8	1
CAROLINAS	1974-75	23	10	9	12	1
EASTERN CANADA & THE CARIBBEAN	1955	18	19	11	12	1
FLORIDA	1977-78	24	15	12	18 (16+2)	2
GEORGIA	1925	17	18	21 (20+1)*	4	2
INDIANA	1921	21	12	5	10	0
KENTUCKY-TENNESSEE	1946	17	8	12	3 (2+1)	2
MICHIGAN	1951	20	10	8	4	3
NEW ENGLAND	1977-78	16	10	6	10	1
NEW JERSEY	1922 & 23	15	6	2	1	0
NEW YORK	1958	25	22	27 (26+1)	9	4
OHIO	1921	32	12	2	7	0
PENNSYLVANIA	1922	25	12	1	5	0
WEST VIRGINIA	1978-79	9	5	5	9 (7+2)	1
<u>KIWANIS INTERNATIONAL-EUROPE</u>						
AUSTRIA-GERMANY	74-75 & 77-78	6	6	6	4 (3+1)	2
BENELUX-FRANCE-MONACO	1978-79	26	20	24	22 (19+3)	1
ICELAND	1975-76	6	3	0	3	0
ITALY	1976-77	7	6	2	5	0
NORDEN	75-76 & 76-77	6	8	5	4	0
SWITZERLAND-LIECHTENSTEIN	75-76 & 76-77	12	10	8	11 (9+2)	1
NON-DISTRICTED	1977-78	2	5	0	2	0
AFRICA, CARIBBEAN AREA, & MIDDLE EAST (Non-Districted)			5	0	0	0
<u>WORLDWIDE EAST (Subtotal)</u>				175	168	22
<u>WORLDWIDE WEST</u>						
ANDEAN	1977-78	17	20	8	12	0
AUSTRALIA	1975-76	10	8	3	1 (0+1)	0
CALIFORNIA-NEVADA-HAWAII	1975-76	32	16	30 (28+2)	16	7
ILLINOIS-EASTERN IOWA	1978-79	20	22	15	18	2
JAPAN	1970	2	3	1	0	0
KANSAS	1956	10	12	2	5	1
LOUISIANA-MISSISSIPPI-WEST TENN.	1954	25	18	8	15	1
MINNESOTA-DAKOTAS	1922	17	6	9	6	2
MISSOURI-ARKANSAS	1964	26	12	6	7 (6+1)	1
MONTANA	1973-74	6	6	2	5	0
NEBRASKA-IOWA	1923	16	12	11	6 (5+1)	3
NEW ZEALAND	1977-78	11	5	3	7	0
PACIFIC NORTHWEST	1947	35	14	17	11	3
PHILIPPINE LUZON	1976-77	20	20	11	17	0
PHILIPPINE SOUTH	1976-77	40	15	12	5	1
REPUBLIC OF CHINA	1978-79	12	10	5	12	0
ROCKY MOUNTAIN	1953	11	12	6	3	1
SOUTHWEST	1975-76	17	10	16 (15+1)	9	1
TEXAS-OKLAHOMA	1972-73	38	38	27 (26+1)	26	10
UTAH-IDAHO	1973-74	10	5	3	5	0
WESTERN CANADA	1919 & 1955	8	5	0	5	0
WISCONSIN-UPPER MICHIGAN	1977-78	18	8	7	2	3
A, ASIA-PACIFIC AREA, BRAZIL, & LATIN AMERICA			6	1	4	0
<u>WORLDWIDE WEST (Subtotal)</u>				199	198	36
<u>KIWANIS INTERNATIONAL TOTAL</u>				374	366	58

Indicates joint sponsorship.

Broke all-time record

DISTRICT ASSIGNMENTSFIELD SERVICE REPRESENTATIVES1980 - 1981

SPEEGLE BERRY	California-Nevada-Hawaii Louisiana-Mississippi-West Tennessee Southwest Texas-Oklahoma
J. WILLIAM GEPHART	Alabama Carolinas Florida Georgia Kentucky-Tennessee
LEE P. RIGGIN	Capital New England New Jersey New York Pennsylvania West Virginia
RICHARD S. ROWE	Illinois-Eastern Iowa Indiana Michigan Minnesota-Dakotas Missouri-Arkansas Ohio Wisconsin-Upper Michigan
JACK E. SMITH	Kansas Nebraska-Iowa Pacific Northwest Rocky Mountain Utah-Idaho

REPORT OF THE BOARD COMMITTEE ON OFFICE MANAGEMENT
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28 - October 2 and 5, 1980

Date of Committee Meeting: September 30, 1980

Place of Committee Meeting: General Office

Present: Members - Albert L. Cox, Aubrey E. Irby
Chairman - C. E. "Pete" Thurston, Jr.
Staff Members - William A. Brown, P. N. "Pete" Hanly

Tour of the General Office Facilities

The committee toured the General Office facilities and wishes to compliment the building maintenance employees on the excellent condition and appearance of the facilities.

Review of the August Operating Statement for the General Office Property

The Board Committee reviewed the Operating Statement for the General Office Property for the period ending August 31, 1980. The committee noted that at the present time we were in excess of the budget due to increased wages and cost of energy.

Kiwanis International Building Site Selection

The report of the Board Committee on the site selection of the General Office of Kiwanis International shall be made in a separate special report.

Office Equipment for the President and President-elect of Kiwanis International

President Merald T. Enstad asked that the committee discuss and consider the purchase of two (2) Selectric Correcting Typewriters and two (2) sets of Dictating equipment. The purpose of purchasing this equipment would be for the use of the President and President-elect of Kiwanis International. The equipment would be transferred from person-to-person as they change offices. The President, at the end of his term, would turn over his equipment to the new President-elect.

It was felt by the committee that the President and President-elect should be provided typing and dictating equipment.

Recommendation #1:

The committee recommends that two (2) Selectric Correcting Typewriters and two (2) sets of Dictating equipment be provided immediately for the President and President-elect at a total cost not to exceed \$4,500.

I move that recommendation 1 be adopted.

(Adopted)

1980-81 Proposed Office Management Budget

The 1980-81 Office Management Budget was reviewed by the Board Committee. The committee discussed each line item and it was agreed that a reduction could be made in the line items that follow:

	<u>1980-81 Budget</u>	<u>Adjusted</u>	<u>Reduction</u>
03-104-01 Postage	\$117,200	\$103,000	\$14,200
03-112-01 Service Agreement Typewriters	\$ 5,800	\$ 4,800	\$ 1,000
03-128-01 Medical Insurance	\$ 66,500	60,000	6,500

The information about the above reductions in the 1980-81 Office Management Budget has been forwarded to the Board Committee on Finance.

Respectfully submitted,

ALBERT L. COX

AUBREY E. IRBY

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

SPECIAL REPORT OF THE BOARD COMMITTEE ON OFFICE MANAGEMENT

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28 - October 2 and 5, 1980

Date of Committee Meeting: September 29, 1980

Place of Committee Meeting: Suite 400, Continental Plaza Hotel

Present: Members - Albert L. Cox, Aubrey E. Irby
Chairman - C. E. "Pete" Thurston, Jr.
Staff members - P. N. "Pete" Hanly, R. P. Merridew
Others - Merald T. Enstad, E. B. "Mac" McKitrick

Kiwanis International Building Site Selection

The committee meeting was devoted entirely to the comparison of three areas, namely Atlanta, Chicago and Dallas. Comparative data on these locations has been prepared by Executive Director Pete Hanly. Basically the committee agreed that the data was accurate. The research and facts to date were reviewed.

The following areas have been visited and/or considered prior to reducing to the final three sites:

- * Kansas City, Missouri (Real Estate free, up to \$200,000 gift)
- * Birmingham, Alabama (\$200,000 gift)
- * Huntsville, Alabama (Free Real Estate)
- * Oklahoma City, Oklahoma
- * Memphis, Tennessee
- Tampa, Florida
- Jacksonville, Florida

* - Indicates visited by one or more Board Members

Copies of proposals from all of the above locations are available for review by the Board of Trustees if desired, with exception of the last two.

The Board has been given proposals from Atlanta, Chicago and Dallas. All members of the Board have visited Chicago and Dallas. I believe eleven (11) have visited Atlanta.

The Board has heard our attorney for negotiations with the Metropolitan Sanitary District present a status report on Monday, September 29, 1980, at 5:30 P.M., and questions were answered.

Further, Tuesday, September 30, 1980, at lunch Mr. Burke advised President Merald that a decision by our Board to relocate from downtown Chicago or, for that matter, from Chicago to some other city, would not adversely affect his efforts in negotiating with the Metropolitan Sanitary District. The committee is convinced the property will be taken by the Metropolitan Sanitary District.

The committee emphasizes again that the entire Board has had the advantage of visiting the sites in Dallas and Chicago. In fact, we have been literally captive audiences at both cities.

In our opinion, this represents a handicap for Atlanta since only eleven (11) have visited there at various times, so we ask your trust in your committee to fill this gap for Atlanta in our report.

The above information brings us up to date. After careful study by the Committee, we recommend Atlanta, Georgia to be the new Headquarters location of Kiwanis International for the following reasons:

- I. The summary puts Atlanta first in comparing costs. Using figures at bottom of page 2 of the blue binder, Atlanta is the lowest. Reduce the Atlanta's offer for five (5) acres of land by \$700,000 to \$2,935,895, or approximately \$900,000 lower than Naperville, Illinois.
- II. The neighborhood has been established in Atlanta, Georgia, not so at Freeport-Dallas, Texas; somewhat at Naperville, Illinois.
- III. The temperature is moderate. No harsh winters and no over-bearing heat.
- IV. The Atlanta airport is the second busiest in the world next to Chicago. The new air terminal building is the most modern in the world.
- V. Atlanta is in a "Right to Work" state. Labor problems would be at an absolute minimum.
- VI. The Atlanta labor market wages are at least 15% below Chicago and represent a considerable savings in personnel costs over our present location. The savings would be approximately \$100,000 per year.
- VII. The Atlanta area has a 3% sales tax as compared with Chicago's 6%. This affects purchases of supplies and services as well as individual cost of living.
- VIII. The quality of life in Atlanta is excellent.

- IX. There is a good possibility all taxes will be eliminated if we qualify as an Eleemosynary Institution. This would represent a savings of \$50,000 a year.
- X. We have in Atlanta a building to move into at once, either for an interim move or until we could construct a building of our exact plans, design and specifications on the property adjacent, or decide the existing building will meet our needs. Either using the existing building permanently or building a new one, we could still sell the other half of the property. The possibility of moving within 3 to 6 months might result in a bonus of \$200,000 to Kiwanis or net after Mr. Burke's fee of \$120,000.

The sales contract will be made contingent on:

1. Appraisal by a MAI appraiser.
2. Detailed examination by our engineers as to structural soundness of the building.
3. A report by our architect on the entire site, to confirm the possibility of an additional building to be built to our specifications on this site.

At the present interest market, interim financing of approximately \$200,000 for 6 months could possibly be paid for by additional selling price as a result of our prompt move, or else from the approximately \$900,000 additional value from the transaction.

For your information, we have approximately \$200,000 in a building reserve, a part of which could be used for a down payment.

It is possible that an attractive extended payment period can be arranged for up to 6 months with the owner Hewlett Packard. Local banks have indicated a desire to cooperate in our financing.

We have been assured that if it becomes necessary for us to move to an interim location in the Chicago area for a 3-to 6-month period, we could rent a 40,000 square foot office for approximately \$10/square foot, for an annual rent of \$400,000.

This recommendation is a majority one since one of our members, Aubrey Irby, is committed to Dallas.

Recommendation #1:

The committee recommends that the Board of Directors authorize the immediate purchase of the property in Atlanta, Georgia and to move the General Office of Kiwanis International as soon as details have been completed.

I move that recommendation 1 be adopted.

(Not approved)

(It was moved and seconded that the General Office be relocated in Dallas, Texas. A substitute motion was moved and seconded that the Board as of now is not committed to any specific site or area to move the General Office to, or not move it. Voted, that the substitute motion be adopted.)

(Moved and seconded that the Committee have a meeting in early November in Memphis, Tennessee, for further study and discussion with the purpose of bringing in definite, concrete recommendations as to the office location of Kiwanis International. Voted, that this motion be amended by including expense money not to exceed \$5,000. Voted, that the amended motion be adopted.)

Respectfully submitted,

ALBERT L. COX

AUBREY E. IRBY

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

(See appointment of Donald E. Williams and Raymond W. Lansford as members of the Board Committee on Office Management in Summary of Minutes under item #13.)

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

September 28 - October 2-5, 1980

Date of Committee Meeting: September 29, 1980

Place of Committee Meeting: General Office

Present: Members: Mark Arthur, Jr., Warren H. Edwards
Chairman: Allen M. Duffield
Staff: Richard S. Christopher, A.G. Terry Shaffer

Selection of the Major Emphasis Program for 1981-82

President-elect E. B. "Mac" McKittrick addressed the Committee, stating that he is very much aware that the 1980-81 Major Emphasis Program, "C.D. -- COMMUNICATIONS DISABILITIES," is entering into its initial year and experience has proven that in order to have its effectiveness well tested, an M.E.P. should have at least a two-year life. He is therefore in favor of retaining "COMMUNICATIONS DISABILITIES" for a second year.

In addition, however, President-elect "Mac" is strongly in favor of an additional Major Emphasis Program during 1981-82 which would have a strong worldwide application. He believes that an M.E.P. centering upon health and nutrition would provide clubs with opportunities for individual involvement through a great number of possible projects. The Committee concurs with this feeling and agrees that the subject area of health and nutrition should be the focus of one of the two Major Emphasis Programs for 1981-82, with a continuation of COMMUNICATIONS DISABILITIES as the other.

Recommendation #1:

The Committee recommends that for the 1981-82 year, there be two Major Emphasis Programs: continuation of COMMUNICATIONS DISABILITIES and a new program focusing upon the area of health and nutrition.

I move that recommendation 1 be adopted.

(Adopted)

The Committee requests that staff prepare appropriate supportive materials and share them with the Committee prior to the January Board Meeting. The Committee will also work with staff so that an appropriate title for the second M.E.P. may be selected prior to that January meeting.

Builders Clubs -- Progress Report

The Committee reviewed the history of the Builders Club program and the related administrative duties of staff. It was noted that during the first five years as

a program of Kiwanis International, Builders Clubs have grown to more than 400 clubs worldwide (an average of 80 new clubs per year).

Various promotional and support items have been developed for Builders Clubs including an organizational kit, periodic newsletters, facts sheets, support bulletins, a membership development brochure, and supplies items.

To date, 46 Builders Clubs audio-visual programs entitled, "Building for a Better Tomorrow," have been distributed on a free-loan basis to Kiwanis clubs. The presentations have been promoted in the Builders Clubs newsletters and the "Bulletin for Kiwanis Officers."

Mort Freedman, a member of the 1980-81 International Committee on Youth Services, will again act as the International Coordinator for Builders Clubs. All district governors-elect have been asked to appoint a Builders Club chairman for the 1980-81 administrative year. Last year, 29 districts appointed chairmen.

The Committee feels that Key Clubs might well play an important role in co-sponsoring Builders Clubs, inasmuch as they are similar in age to the existing Builders Club members. This age proximity would provide good rapport between Builders Clubs and Key Clubs and could possibly increase membership in Key Clubs.

The Committee suggested that Mort Freedman consider broadening his newsletter to include promotion to lieutenant governors, to be included with other mailings. The newsletter is currently distributed to District Builders Club chairmen, district governors, district secretaries, and members of the International Board.

The Committee is hopeful that members of the International Board will show their support of Builders Clubs while counseling various districts by asking district leadership to take an active role in promoting the program.

Audio-visual Tools for Clubs -- A Report on Development

Considerable emphasis has been placed on developing an audio-visual potential following an approved expenditure of \$15,000 at the April, 1980 Board Committee Meeting. The following productions have been completed:

(1) Community Analysis -- Essential for Club Success

This 70-slide/cassette audio-visual was promoted at the Anaheim Convention. To date, 100 orders have been filled.

(2) What About Tomorrow?

This presentation emphasizes pride in Kiwanis membership and reasons for sharing Kiwanis with others in the community.

(3) Kiwanis in Brief

This has been updated to include a new cassette narration and 35 slides.

All of these three programs have been promoted in the "Bulletin for Kiwanis Officers" and in a newly developed two-color flyer which will be included in the October general

mailing to Kiwanis club presidents and secretaries, and it will be given to all participants in regional workshops.

The audio-visuals will be shown at the closing General Session of the Council Meeting.

Also, in accordance with Board action taken at the April, 1980 meeting, the following audio-visual equipment was purchased:

- (1) RCA Color Video Camera
- (2) RCA Selecta Vision Portable Video Recorder
- (3) RCA Selecta Vision Tuner/Timer/Module TEP 1400

The equipment will be used to its full advantage at governors-elect workshops and regional workshops.

The Committee reviewed the proposed budget of \$5,000 for audio-visual purposes during the 1980-81 administrative year and feels that additional funds should be allocated for further development in this area. Among the possible topics for proposed audio-visuals are:

- Club Committee Functioning
- Responsibilities of the President-designate
- Building a New Kiwanis Club
- What's There To Help You (tools for assisting clubs)
- Responsibilities of the Club Secretary
- Telling The Kiwanis Story (Public Relations)
- The Weekly Meeting - Showcase of the Club
- The K-Family (Working with Sponsored Youth)
- Fund Raising for the Service Fund & the Administration Fund
- Kiwanis A Family Affair (family involvement in projects, etc.)

On the average, it costs \$5,000 to produce one 12-minute audio-visual.

The Committee is impressed with this list of possible audio-visuals and concurs that the development of a long-range audio-visual capability has been long overdue. For the development of at least several more of these valuable tools, the Committee recommends an additional \$5,000 be added to the Department 13 Budget for 1980-81. It is anticipated that all developmental cost outlays will be recovered through supplies sales of these audio-visuals.

Recommendation #2:

The Committee recommends that an additional \$5,000 be approved, subject to the Finance Committee's review, for developing further

audio-visual programs during the 1980-81 administrative year.

I move that recommendation 2 be adopted.

(Adopted)

Coordinating Agency Relationship Re: National Farm-City Council, Inc.

At the April, 1980 Meeting of the International Board, a recommendation was passed that Kiwanis International would cease its relationship as coordinating agency for the National Farm-City Council as of January 31, 1981. The basis for this recommendation was the amount of money and time necessary to fulfill the obligations inherent in this coordinating agency relationship. Since that time, there has been considerable correspondence received from individuals who have been involved in Farm-City over the years -- including Associate Secretary Emeritus Larry Hapgood, who served as Secretary of the National Farm-City Council for 25 years -- asking that the International Board reconsider its decision. The Committee also heard from President Merald Enstad, who had recently met with Farm-City officials. President Merald emphasized that in his judgement, our coordination of the Farm-City effort since its inception has contributed a great deal to the success of that agency's efforts and has created a great deal of positive public relations for Kiwanis.

The National Farm-City Council feels certain that it can raise a total of \$15,000 in 1981 and is willing to reimburse Kiwanis International up to that amount for the costs incurred as coordinating agency. Under these circumstances, the Committee feels that the prior action to cease coordination of the Farm-City Council as of January 31, 1981 should be rescinded and that we continue to act as coordinating agency for a one-year period in order to determine how completely we are able, under the financial arrangement outlined above, to fulfill our responsibilities.

Recommendation #3:

The Committee recommends that the action taken at the April, 1980 Board Meeting to cease Kiwanis International's role as coordinating agency of the National Farm-City Council, effective January 31, 1981, be rescinded. Further, the Committee recommends that, based upon the Farm-City Council's promise to reimburse Kiwanis International up to \$15,000 for expenses, we continue our relationship for a one-year trial period.

I move that recommendation 3 be adopted.

(Adopted)

The Committee is also in accordance with the feeling that coordination of the Farm-City Council activities is a public relations function of Kiwanis and, because of this, the Committee suggests that Secretary Reg Merridew consider assigning primary responsibility for coordination of the Farm-City Council activities to the Public Relations Department.

1980-81 Major Emphasis Program -- Progress Report

The Committee was briefed on the promotion of the COMMUNICATIONS DISABILITIES Major

Emphasis Program to date. It was reported that a copy of the 1980-81 MEP kit was included in the 1980-81 Club President's Leadership Education Package, which was mailed to all clubs this summer. The MEP kit was also distributed to all District MEP Chairmen.

Other promotion included: distribution of the MEP fact folder at the International and district conventions; and highlight articles in both KIWANIS magazine and the "Bulletin for Kiwanis Officers."

1980-81 Departmental Budget

The Committee reviewed the 1980-81 Program Development budget completely. In addition to the inclusion of the proposed increase of \$5,000 in audio-visual, the Committee has two other areas in which an increase is proposed.

\$3790 has been budgeted for production of the slide/cassette presentation of the President-designate's Theme, Goals and Major Emphasis Program(s) at the New Orleans Convention and for distribution of this audio-visual to incoming lieutenant governors and governors. This amount was established before final costs of the current production were received, and that cost total was \$3780, against a current budget figure of \$3200. We therefore estimate the cost for this production in 1980-81 to be \$4000, or \$210 above the original estimate.

Recommendation #4:

The Committee recommends that, subject to the Finance Committee's approval, an increase of \$210 be applied to the budgeted figure of \$3790 for a total of \$4000 to produce the slide/cassette presentation of the President-designate for distribution to Kiwanis leaders.

I move that recommendation 4 be adopted.

(Adopted)

The Program Development Department assumes the 20% of the total cost of the printing of the New Theme Folder each year due to the promotional use which is made of that piece at the International Convention and among district committees. The remaining 80% of the cost is covered by the Supplies Department because the Theme Folder is basically a sales item. It is estimated that the total cost of the Theme Folder will be \$6800. 20% of this amount would be \$1360, or \$110 more than the budget figure of \$1250.

Recommendation #5:

The Committee recommends that, subject to the Finance Committee's approval, an increase of \$110 be applied to the budgeted figure of \$1250 for a total of \$1360 as the Program Development Department's share of producing the 1981-82 Theme Folder.

I move that recommendation 5 be adopted.

(Adopted)

Club Clinic Service Project Booths at International Convention

The Committee studied the operation of the Club Clinic section of booths relating to the service committees at the International Convention, and the Committee wishes to reaffirm the existing philosophy that these booths exist for the purpose of offering assistance and guidance to visiting Kiwanians. In accordance with this, the Committee also agrees that any printed information and materials disseminated from those service committee-related booths shall be limited to that which is produced by Kiwanis International, unless specific Board approval is given for inclusion of displays or information from outside agencies. In addition, the Committee feels that those working in the booths should be encouraged to refer inquiries on projects of outside organizations to information contained at the Literature Table and to the Outside Exhibit section.

Respectfully submitted,

MARK ARTHUR, JR.

WARREN H. EDWARDS

ALLEN M. DUFFIELD, Chairman

REPORT OF THE BOARD COMMITTEE ON PUBLICATIONS AND ADVERTISING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28-October 2 and 5, 1980

Date of Committee Meeting: September 30, 1980

Place of Committee Meeting: General Office

Present: Members - Anton J. "Tony" Kaiser, Mark A. Smith, Jr.
Chairman - Henry L. "Les" Myers, Jr.
Staff - Nick Geannopoulos, David Williams, Scott Pemberton,
Betty Nakanishi and Pat Kane

Staff Responsibilities

The meeting opened with a description by staff members of the procedures followed by the editorial, advertising and production sections of the Publications Department in producing Kiwanis magazine and the other publications for which the department is responsible.

Budget

The Committee reviewed the August statement of expenses and the proposed magazine and advertising budgets for 1980-81 and found them to be in order. The August statement shows a plus variance of some \$63,000 and there are no changes requested in the upcoming budget at this time. The reasons offered for the magazine's healthy financial statement are continued record-breaking advertising revenues and better-than-anticipated income from subscriptions. Also contributing to the good financial showing is the fact that expenses are running less than anticipated because the staff is taking advantage of new and more economical manufacturing techniques and the change to a more economical mailing classification earlier in the year. The staff reported that it expects to end the 1979-80 year with a positive variance of close to \$70,000.

Editorial Content

The Committee reviewed the planned editorial content of the next several issues. The November-December issue will include a Major Emphasis feature on language skills for the deaf and articles on business communication and Circle K's silver anniversary convention. Kiwanis' expanding worldwide concerns are reflected in the continuing series on the Third World. The issue's centerpiece will be a Kiwanis Nation feature titled "Taiwan: China's Real Success Story," which includes sections on Kiwanis service activities and Chinese Kiwanians. Five hundred copies of this issue will be sent to Taiwan for special distribution to government leaders and prospective members.

This Kiwanis Nation story, and another on Hong Kong to appear in February, were written and photographed by a staff member at an economical cost thanks to assistance from government tourist agencies, airlines, and Kiwanians. Such low-cost opportunities will continue to be sought, and the Committee discussed future directions for the Kiwanis Nations series. Since the main group of European nations will be well covered before the International Convention in Vienna, the Committee suggested that the staff next focus on Scandinavia and schedule the trip to permit more complete coverage of the Kiwanis International - Europe Convention in Berlin. The Committee also suggested giving Japan priority in the Far East because of its prominent position in the world today, and a South American story would recognize much good Kiwanis work there.

The January issue will include a Major Emphasis article on new inventions to aid the blind or deaf, plus articles on the new look in retirement communities, modern business record keeping, and new devices to save on home heating costs. The February issue will feature a cover and travel guide to promote the New Orleans convention as well as articles on pacemakers, community gardening, a Major Emphasis story on speech defects, and the Kiwanis Nation report on Hong Kong.

While discussing the editorial content, the Committee took note of the constitutional provision that requires Board Policy addition and changes to be published in the magazine. The Committee believes that the Board should be sensitive to which actions constitute Board Policies and which are only administrative decisions. For publication purposes, Board Policies should be stated concisely whenever possible.

Advertising

The report on advertising showed that 1979-80 sales continued to grow, posting the highest billing in Kiwanis history. The September issue is now our all-time record-breaker, carrying over \$38,000 and surpassing the previous high of \$36,000. Equally important, advertising lineage has also kept pace with revenues, enabling us to be even more selective in the acquisition of new advertising accounts. Though billing for the early issues of 1980-81 is currently slightly below last year's figures due to recessionary impact, the staff is confident that overall sales will do as well or better than the previous year. The Committee agreed with the Staff's proposal to increase advertising rates ten percent with the January, 1981 issue to help offset anticipated higher postage and manufacturing costs. The Committee also agreed with the continuing policy of limiting advertising to thirty-five percent of each issue, which appears to be the accepted ratio among the better association publications.

Art and Production

The Committee reviewed some of the recent collateral publications produced by the Publications Department in addition to Kiwanis magazine. These included the Keynoter and Circle K magazines, the Bulletin for Kiwanis Officers, the International Supplies Catalog and display ads for the Supplies Department for use in the magazine and as direct-mail flyers, the International Council Program, the Kiwanis International Foundation Newsletter, and the new Major Emphasis Program kit for Communications Disabilities. Some 500 such pieces are produced each year, with much of the work performed within the department to keep costs lower.

The Committee then reviewed a redesign of the magazine that took effect with the October issue. The redesign gives the magazine a contemporary look in line with current design trends and includes such features as a cleaner, easier-to-read look, the use of the Kiwanis emblem at the beginning of several departments, and a more contemporary typeface.

The Committee was also pleased to note that the magazine received two awards for artwork and design recently: an Award of Merit from the prestigious Chicago Artists Guild for artwork illustrating the article "How to Commit the Crime of Self-Defense" in the June-July 1979 issue and an Award of Merit for overall quality from the Art Directors Club in New York City.

Printing Proposals

According to established procedure, the magazine printing contract is let for bid every three years. The Committee considered the "Confidential Report on Proposals for Printing KIWANIS Magazine" on a contract basis for a three-year period beginning with the January, 1981 issue and continuing through the January, 1984 issue. Twenty printing firms with the capability of producing the magazine expressed interest in bidding for the contract, and twelve submitted detailed bids. The lowest bid was submitted by the magazine's current printer, Mid-America Webpress of Lincoln, Nebraska. During discussion the Committee noted that Mid-America's service has been satisfactory for the past three years and that its bid reflects only a nine percent-plus increase over current billing, guaranteed prices through 1981, and an escalation clause limiting annual increases to a maximum of ten percent.

Recommendation #1:

Upon careful consideration of competitive bids and the advice of the staff, the Committee recommends that the International Board approve the awarding of the contract for the printing of KIWANIS magazine for a three-year period beginning with the January, 1981 issue and continuing through the January, 1984 issue to Mid-America Webpress, Inc., Lincoln, Nebraska.

I move that Recommendation 1 be adopted.

(Adopted)

Readership Surveys

As part of its long-term editorial strategy, the magazine staff conducts readership surveys to keep current with the varied interests of Kiwanians and their families. Three types of surveys are used: a mailed survey that measures the readership of material in a single issue, a survey taken at International Conventions that measures club leaders' response to the magazine, and a "fulfillment" survey that measures the physical condition of the magazine on delivery. Generally, the magazine-conducted surveys confirm the results of a survey taken by professional pollster Lou Harris: an impressive 85 percent of all Kiwanians read something in the magazine each issue and 81 percent believe that the general-interest content is a "plus."

The next readership survey is scheduled to cover the November-December issue. The most recent fulfillment survey, taken for the August, 1980 issue, shows that an overwhelming majority of Kiwanis magazine are delivered in good condition.

Respectfully submitted,

ANTON J. "TONY" KAISER

MARK A. SMITH, JR.

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

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

September 29 - October 2 and 5, 1980

Date of Committee Meeting: September 30, 1980

Place of Committee Meeting: General Office

Present: Members - Allen M. Duffield,
Jean Ed. Friedrich
Chairman - Harris G. Hunter
Staff - William H. Jepson,
Dennis C. Shafer

The Committee reviewed the August, 1980 Supplies Department statement and Variance Report, attached, and noted that the expenses from the Anaheim Convention attributed to the Supplies Department are not yet reflected. The Committee requests the Finance Department to have these expenses reflected on the September statement.

The Committee reviewed the proposed 1980-81 Supplies Department budget with adjustments. The Committee is concerned that there is presently no provision for depreciation or write-off of obsolete Supplies and suggests that our new auditing firm be questioned regarding the matter. The Committee believes that in future budgets we should have a specific dollar amount for such write-offs.

The Committee reviewed the efforts made to publicize the cash/credit card only sales policy for Supplies and noted that this policy has been publicized in nine separate publications this Summer and Fall covering the Kiwanis, Key Club and Circle K organizations. The Committee is concerned over the effects of this policy on our Kiwanis International - Europe Supplies operation.

Recommendation #1:

The Committee recommends to the Kiwanis International - Europe Board that consideration be given to study the possibility of the Supplies Office in Zurich issuing their own Catalog with Swiss prices, applying the cash/credit card only system for purchases made from the Zurich office and reporting such sales and inventory levels on a monthly basis to the Kiwanis International Office.

I move that Recommendation 1 be adopted.
(Adopted)

The Committee was advised that heavy emphasis would be placed on sales to individuals this year as well as sales to clubs and districts. The initial advertisement with picture distributed to all District Bulletin Editors was reviewed. Special attention will be given to the club members who respond to this promotion for the purpose of building a Preferred Buyers List which will be used for future promo-

tions. The development of a low-cost Mini-Catalog was discussed as a possible sales vehicle for such a list. The Committee has asked the staff to develop and maintain a Preferred Buyers List and to develop a Mini-Catalog as discussed. The Committee reviewed the 1980-81 Supplies Catalog which will be distributed at Council on Sunday, October 5. It was noted that twenty-three items have been added to the 1980-81 edition. This Catalog will be mailed to each Kiwanis Club in the October Mailing and it was noted that the Catalog is on time this year.

The Committee also reviewed the 1980-81 editions of the Circle K - Key Club Catalog which was also issued on time this year. It was distributed to all clubs at the end of August. More study will be given to the needs of these organizations this year in an effort to increase Supplies Department Sales.

A discussion was held by the Committee regarding the Kiwanis Lapel Pin and the possibility of changing it in some way to make it more attractive and/or recognizable. Comparisons were made between the green gold style used in the Rotary International Pin as opposed to the yellow gold style used in the Kiwanis International Pin. The Committee unanimously agreed the yellow gold style was more attractive. A concern was expressed over the new, larger size of the Member Pin and it was suggested that further study be made by the Committee on both the size and style of the Member Pin, to be discussed at the January Board Meeting. Trustee Jean Ed. Friedrich was directed to investigate possibilities of redesigning the Member Pin to make it more noticeable. It was noted that a sufficient supply of the current version is on hand so there is no immediate urgency to reorder.

The idea was expressed that in the new office facility a Supplies display case be located in the foyer area where visitors may review items and also order them. The Committee also requested that the Supplies display currently located on the second floor be relocated, if possible, in the Supplies area and updated with current Supplies items.

The staff was requested by the Committee to discuss the possibility of District Convention Supplies Sales Booths with the District Secretaries. The Committee looks with favor on such expansions of the Supplies Department sales effort.

The staff was directed to have extra copies of the 1981-82 Supplies Catalog printed to be sold at \$2.00 each. This amount would be refunded as a credit against the first purchase. We would continue the practice of sending each club a complimentary copy of the Catalog.

Trustee Jean Ed. Friedrich presented to the Committee two items to be considered as future inventory items. They will be submitted to the Board for personal inspection.

President Merald T. Enstad has divided the Property and Supplies Committee into separate committees. The Chairman and Members of the Board Committee on Supplies commends President Merald T. Enstad for this decision.

Respectfully Submitted,

ALLEN M. DUFFIELD
JEAN ED. FRIEDRICH
HARRIS G. HUNTER, Chairman

REPORT OF THE TREASURER
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
September 30, 1980

The Statement of Financial Position at August 31, 1980, (attached Exhibit A), indicates that we have Current Assets of \$1,132,008.00, Fixed Assets of \$1,587,680.00, less Accumulated Depreciation of \$486,992.00, for a total Net Fixed Assets of \$1,100,688.00. These Assets, both Fixed and Current, total \$2,232,696.00. Against these Assets we have Liabilities, all current in nature, totaling \$652,719.00, leaving this organization a Net Worth position of \$1,579,977.00 in Unrestricted Operating Funds.

We have, in addition, Board committed Reserves of \$598,040.00, for a total Net Worth in all funds of \$2,178,017.00. This compares to a total Net Worth of \$2,084,769.00 at August 31, 1979.

Our investments from our total Net Worth in Short Term Certificates of Deposit are \$251,572.00, and STAM Accounts of \$230,000.00, and a checking account bank balance of \$142,433.00, provide a total cash position of \$624,005.00.

The average return on our investments in the Short Term Assets Management Account with the Continental Illinois Bank is 12.38%. Our funds which have been invested in Canadian banks are yielding an average return of 10.37%. Attached, for the Board's information, is a brief description of the manner in which our funds and investments are currently handled (attached Exhibit B).

Respectfully submitted,

John T. Roberts
Treasurer

JAM:ls

KIWANIS INTERNATIONAL
STATEMENT OF FINANCIAL POSITIONS

AUGUST 1980

UNRESTRICTED FUNDS:	---1980---	---1979---
CURRENT ASSETS:		
CASH	142,433	72,625-
SHORT TERM INVESTMENTS	131,082	300,000
ACCOUNTS RECEIVABLE	305,206	387,243
DOUBTFUL ACCOUNTS	37,000-	30,000-
INVENTORIES	458,268	340,690
ACCRUED INTEREST	2,744	0
PREPAID EXPENSES	30,702	57,755
PREPAID LIABILITY INSURANCE	0	0
DEPOSITS	88,990	75,472
ADVANCES	9,583	46,781
TOTAL CURRENT ASSETS	1,132,008	1,105,316
CURRENT LIABILITIES:		
ACCOUNTS PAYABLE	251,301	173,482
ACCRUALS	134,613	89,302
AMOUNT DUE TO/(FROM) RESERVE	46,011-	40,284
DEFERRED INCOME	312,816	268,259
TOTAL CURRENT LIABILITIES	652,719	571,327
WORKING CAPITAL:	479,289	533,989
FIXED ASSETS:		
LAND, BUILDING, FURNITURE, EQUIP.	1,587,680	1,318,831
LESS: ACCUMULATED DEPRECIATION	486,992	404,391
TOTAL FIXED ASSETS	1,100,688	914,440
OTHER ASSETS:		
DEFERRED COMPENSATION	58,500	51,000
OTHER LIABILITIES:		
DEFERRED COMPENSATION	58,500	51,000
TOTAL UNRESTRICTED FUNDS	1,579,977	1,448,429
RESERVE FUNDS:		
FUNDED	402,618	360,653
BUILDING EXPANSION	195,422	275,687
TOTAL RESERVE FUNDS	598,040	636,340
TOTAL ALL FUNDS (NET ASSETS)	2,178,017	2,084,769

FUNDS AND INVESTMENTS

Current Kiwanis International Financial Policy requires the following procedures be followed:

All U.S. income is deposited into our depository account with the Continental Illinois National Bank. From this depository account our funds are routinely diverted into the Short Term Asset Management Account (STAM) we hold with the Continental Illinois National Bank, for investment purposes. From this investment account (STAM) we wire transfer funds to the Lake Shore National Bank where our disbursement accounts are maintained.

Income

Continental Illinois National Bank Checking Account

Continental Illinois National Bank Trust Department
Short Term Asset Management

1. Wire transfers to other Financial Institutions
 - A. Lake Shore National Bank
Checking Account
 - B. Foreign Disbursements Instruments

STAM - Short Term Asset Management

The objective of this account is to maximize our income, while providing the required liquidity necessary for our operations. The Continental Illinois National Bank Trust Department seeks the best return on our invested capital in compliance with our requirements of safety by anticipating important interest rate movements. The Continental Illinois National Bank functions as an investment managing agent for our account. This should not be confused with the term of "trustee" which is often used in relationship concerning trust accounts.

Continental Illinois National Bank issues a monthly statement which records all activity in our account. Interest income which is earned is generally re-invested within to working days following the posting of interest income to our account.

This report does not reflect the interest rate yield because of the variable rates of the instruments utilized in managing our account. A simple telephonic request provides updated rates of investment yields. We periodically monitor the rates applicable to our account and have found them to be quite efficient.

In managing this account the Trust Department has a wide variety of tools:

- Certificates of Deposit
- Commercial Paper
- Obligations of the U. S. Government and its' agencies
- Demand Notes
- Open Time Deposits

Demand Notes typically pay the 180 day commercial paper rate currently prevailing for the respective issuer, a rate that changes when the underlying Commercial Paper rate fluctuates.

Open Time Deposits are based on an arrangement between the Trust Department and Continental's Bond Department. These instruments are obligations of the Bank which pay an interest rate that is tied to the highest rate posted each day by the Bank on its negotiable Certificates of Deposits, with a maturity between 30 and 180 days.

It should be noted that Demand Notes and Open Time Deposits are always bought and sold at par value. There is no market risk of principle.

Commercial Paper can be purchased on an overnight demand basis with a minimum investment of \$25,000. 30 day Certificate of Deposits may be purchased with a minimum investment of \$100,000.

An interesting note is the management of these funds in this manner yields a compounding effect rate which could generate an extra 3/4% interest income at current interest levels.

An example of the effectiveness of this program is demonstrated by the fact that on September 17:

- Time Investment Deposits in Short Term Asset Management were yielding a rate of 11.5%
- Short term rates were yielding 10%
- 30 day Term Deposits in Canada were yielding 9%

There being a significant number of old delinquent accounts still under investigation, the Committee directed Staff to take measures to insure that adequate reserves are maintained to cover questionable accounts receivable.

Convention Comparative Cost Analysis

The Finance Committee, during its June meeting, requested Staff to provide a Comparative Cost Analysis of the Board of Trustees expenses for the Toronto and Anaheim International conventions.

The intent of this request was to identify the cost differential with respect to the recent change in the per diem schedule.

Previous per diem = \$45.00/day

Current per diem = 25.00/day

Difference 20.00/day

Previous Board policy did not provide for Kiwanis International to pay for hotel expenses. However current Board policy provides for the out-of-pocket hotel room costs to be reimbursed on the basis of the "standard room rate" for the hotel where the meeting is held.

The standard room rate for rooms at the Disneyland Hotel in Anaheim, California was \$61.48.

Cost Analysis	\$61.48	Hotel/day
	20.00	Per diem savings
	<hr/>	
	41.48	Additional cost/day
	x 9	Days (average stay)
	<hr/>	
	373.32	Additional cost/Trustees
	<hr/>	
	x 17	Trustees
	<hr/>	
	\$6,346.44	(Additional Convention costs)

(Note: It was pointed out during discussion that the average stay at conventions would be 7 days rather than 9.)

The same policy change applied to the Past Presidents, and a similar analysis indicates the additional cost for them is \$6,719.76.

In reviewing the current Board policy for hotel cost reimbursement, the Committee believes it desirable to clarify the term "Standard Room Rate". It is the Committee's interpretation that "Standard Room Rate" means the bedroom rate that applies to the particular room in the hotel where the meeting is held. This will not include the parlor portion of a suite.

Comparative Report - Credit memo's issued 1978-79 and 1979-80

The Finance Committee, during the June meeting, requested Staff to provide a report showing the dollar value of credit memos issued for fiscal years 1978-79 and 1979-80. Exhibit C attached, provides detailed information in compliance with this request. The Committee accepted this report as information.

Budget Adjustment Procedures

Staff requested guidance with respect to several financial operating procedures. The following guidance was provided:

1. Once the Budget has been approved by the Board, only the Board itself can make adjustments to the Budget. The Board expects to exercise restraint with respect to Budget adjustments, and the organization is expected to keep expenditures within the overall budget.
2. In view of the above, the past practice of permitting intra and inter departmental budget adjustments to be made by the department or departments affected (so long as the total budget "bottom line" was not affected) will no longer be allowed.
3. Any new projects requiring additional expenditures above those projected in the operating budget will require, under most circumstances, corresponding offsets to items previously budgeted. Such requests must have the approval of the appropriate Board Committee before submission to the Finance Committee, and must contain enough support information to justify the addition. The Finance Committee will inform the Board of its opinion regarding each proposed Budget addition.
4. The Committee concludes that all actual expenses should be charged to the proper account, regardless of the status of that account (in relation to the budget), and not be transferred intra or inter departmentally to accounts that are running below budget.

Variance Reports

The frequency and content of future variance reports was discussed. Staff was asked to observe the following criteria in providing variance reports to the Board members.

1. The department heads are to prepare a complete variance report for their respective departments on a quarterly basis.
 - a. Report all major line items which reflect a variance of \$100 or more or a variance of 1% or more of the budget allocation, whichever is greater.

- b. Report only year-to-date information and variances.
 - c. Once mid-fiscal year point has been passed, include in the variance report information forecasting the year-end financial position of affected major line items.
2. For monthly variance information, the minutes of the monthly management meeting at which the monthly cost report is reviewed will suffice. These minutes are to be forwarded to the members of the Board of Trustees. Any Board Committee shall have the privilege of receiving additional reports as may be necessary for them to discharge their Board Committee duties.

Monthly Financial Reports

The Committee discussed the reporting format and timeliness of future monthly financial reports and decided that it was not essential for the entire Board of Trustees to receive the complete financial report, as has been the past practice. Staff should provide to every Board member the following parts of the financial report:

1. Kiwanis International Statement of Financial position.
2. Summary of Kiwanis International Income and Expense.
3. Summary of Income and Expense reports for: Membership activities, Magazine, Supplies, and Convention.
4. Composite Summary of Expense.
5. Composite Summary of Income.

The members of each Board Committee are to be sent the appropriate major line item comparative statement of expense.

The members of the Finance and Executive Committees are to be sent the entire monthly financial report.

The mailing of these financial and variance reports is to be handled by the Finance Department. The Committee desires to have these reports mailed as a complete package on or as close to the 15th day of each month as practical.

Secretary's Contingency Report

The Secretary's Contingency expense report was received by the Committee. (See Exhibit D, attached). No exception was taken to the report.

The Committee noted that the expenses covered by the contingency fund for the Executive Director are included in his monthly expense reports. The Committee requested the Executive Director to review this reporting of his expenses with the auditors of Kiwanis International to confirm that this form of reporting satisfies applicable IRS requirements and accepted accounting practices.

Circle K and Key Club Reserves and Subsidy

A review of 1978-79 and 1979-80 Board actions with regard to Circle K and Key Club Reserve Accounts and Subsidies indicates the need for possible clarification. The review also revealed that the present handling of these accounts may not be wholly in accordance with Board actions, because of the noted need for clarification. Further study is needed. Therefore, Staff was instructed to:

1. Investigate fully the manner in which the Circle K and Key Club funds are being managed currently, and
2. Prepare the recommendations necessary to eliminate the unclear portions of previous recommendations.

A report will be prepared for the Committee's review prior to the January, 1981 Board meeting.

Expense Reports

The Committee reviewed the letter from Wolf and Company concerning the Internal Revenue Service's requirements for substantiation of travel and related expenses (See Exhibit E, attached). The current practices of Kiwanis International for reporting such expenses appears to vary. Therefore, the Committee believes it necessary to rule that all expense reports must conform to the criteria outlined in the August 12, 1980 letter from Wolf and Company and that effective immediately, all expense reports without proper documentation are not to be processed by the Finance Department until the documentation is furnished. Further, all expense reports are to be submitted on the official Kiwanis International Expense Report form (see Exhibit F, attached, which shows the proper manner of preparing an expense report and the documentation required). Because of the need for documentation noted above, it will not be possible (except in the most unusual cases) for the Finance Department to issue expense reimbursement checks prior to or at the end of Board, Council, and Convention meetings.

Voted, that the policy for handling expense reports, as contained in the Finance Committee Report, be made a matter of the Board's Administrative Procedures.

1980-81 Budget

The budget expenses other than salaries and associated taxes was tentatively approved showing a balance of \$2,187,554.00. Recent adjustments include funds reviewed for salaries during the 1980-81 administrative year and a -\$15,981.00 adjustment to expenses previously reported. The Committee has approved a schedule of salary increases to be implemented on October 1, 1980 (unless otherwise specified). These salary increases are within the approved budgeted amount.

The following is the detail by department of the expense adjustments:

Executive	\$15,000
Club Service	- 160
Convention	-65,973

Leadership and Council	\$15,630
Public Relations	2,728
Program Development	5,320
Key Club	12,980
Office Management	- 9,440
Membership Growth	9,500
Supplies	10,934
Extension	- 12,500
Total change in expenses	- 15,981

After making these adjustments, our balance is as follows:
\$2,203,535

Adjustments

Current Payroll	\$1,857,759
Provisions for salary increases	185,776
Overtime	44,562
Allowance for salary increases for overtime	2,122
Pension	100,226
FICA	108,201
State Unemployment	32,849
Federal Unemployment	6,468
Total payroll and Associated costs	<u>2,337,963</u>

This leaves us with a \$134,428 deficit budget position.

Recommendation #2:

The Committee recommends the 1980-81 budget with these adjustments be approved.

I move that recommendation 2 be adopted.

(Adopted)

Preparation of Manuals

Executive Director Hanly reported to the Committee on the progress being made by staff in the development of the two manuals authorized by Board action at the June, 1980 Board meeting. The format of each manual has been developed - the sources of information and material have been defined and detail work has begun. It is anticipated that

drafts of each manual will be available for Committee review at the January meeting, as the Board had mandated.

Other Financial Matters

In our studies and deliberations, it has been obvious to the Committee that there is much that needs to be done to make our accounting activity satisfy our accounting requirements. Among other things, we believe that the following represent urgent needs:

1. An accounting procedures manual.
2. A redefinition of cost centers, line items, etc., to more nearly reflect current operation.
3. Modernization of certain accounting practices.
4. Establishment of a more controlled purchasing function.
5. Development of a more viable working relationship between the accounting and EDP functions.

The Committee intends to do all that it can to resolve these matters this year in an expeditious manner, with the anticipated full co-operation of the General Office Staff.

Finally, it should be noted that, while the Committee hopes that the 1980-81 budget just approved can stand unchanged as our guide and yardstick for our financial operations throughout the coming year, past experience indicates that some budget adjustments will be required. We would hope that each department and Board Committee will try to minimize such adjustments.

Respectfully submitted,

E. B. "MAC" MCKITRICK

C. E. THURSTON

FRANK DiNOTO

JOHN T. ROBERTS, Chairman

CHARTER - REVOKED KIWANIS CLUBS WITH
FINANCIAL OBLIGATIONS TO KIWANIS INTER-
NATIONAL - EFFECTIVE APRIL 28, 1980

<u>CLUB</u>	<u>AMOUNT</u>
Airport-Regency-Mobile, AL	\$120.75
Camden, AL	110.00
Forestdale, AL	7.00
Hope Hull, AL	81.95
North Mobile, AL	63.05
Phenix City, AL	36.80
River City, Wetumpka, AL	192.78
Robuck, Birmingham, AL	82.50
Sulligent, AL	134.00
Alborada, Ecuador	542.50
Calima, Cali, Colombia	270.00
La Ceira, Gigante, Colombia	556.36
Perth North Suburban, Australia	32.00
Corning, CA	55.20
East Bay Shore, East Palo Alto, CA	196.80
Hacienda Hills, Hacienda Heights, CA	33.00
Indio, CA	93.50
Southwest Los Angeles, CA	237.75
Studio City, CA	140.20
Westlake Village, CA	41.60
Paradise Valley, Las Vegas, NV	96.85
Sierra Nevada, Tahoe, NV	49.50
Dumbarton-Pickering Township, ON	111.80
Magog, PQ	96.85
Belle-Claire, Belleville, IL	38.50
Chicago, Hispanic America, IL	180.90
Enfield, IL	33.00
Greater Elmhurst, IL	44.70
LaGrange Park, IL	3.20

North Sangamon County, Sherman, IL	\$116.75
Round Lake Area, IL	216.15
Waukegon-Lakehurst, IL	406.63
Postville, IA	214.40
Harrodsburg, KT	143.64
Henderson, KT	310.00
Knoxville, Golden K, TN	186.25
Sunbright, TN	157.20
Bayous (The), Baton Rouge , LA	163.85
Central Are (The), Baton Rouge, LA	453.70
Jonesville, LA	308.00
Minden, LA	537.55
Oakdale, LA	160.20
St. John, La Place, LA	104.30
Sulphur, LA	165.55
Aberdeen, MS	194.25
South Haven, MS	194.25
Imlay City, Area, MI	211.15
Park Place, Mt. Clemens, MI	87.10
Mahnomen, MN	134.00
West Fargo ND	104.50
Colstrip, MT	132.00
Gallatin Cayon, Big Sky, MT	171.35
Poplar, MT	255.00
Terry, MT	195.20
Ringsted, IA	92.60
Greater New Milfod, CT	149.10
Haddon, Maddonfield, NJ	103.60
Hanovers (The) NJ	117.90
Old Bridge, NJ	74.50
Willowbrook, Wayne NJ	393.00
Fishkill, NY	134.20
Mayfair Burnt Hills, NY	60.15
Ripley, NY	111.75
Rockaways (The), New York City NY	477.75
Valhalla-North White Plains NY	263.13

Breman-Rush Creek, OH	\$147.40
Cadiz, OH	213.15
Fremont Valley, Freemont, OH	88.00
Deer Park, WA	61.75
Dishman Valley, Spokane, WA	6.20
Franklin Regional Area, Murrysville, PA	67.05
Lancaster Manor, PA	74.50
Lebanon Valley, PA	134.10
Luzerne County Community College, Nanticoke PA	104.30
Angono Rizal, Philippine Luzon	315.00
Balayan, Batangas, Philippine Luzon	224.00
Baras, Rizal, Philippine Luzon	319.50
Binangonan, Rizal, Philippine Luzon	308.00
Downtown Manila, Philippine Luzon	425.00
Las Pinas, Rizal, Philippine Luzon	238.00
Lipa City, Batangas, Philippine Luzon	476.00
Montalban, Rizal, Philippine Luzon	160.00
Paniqui, Tarlac, Philippine Luzon	338.00
Pili Camarines Sur, Philippine Luzon	417.00
Pililla Rizal, Philippine Luzon	368.00
Quezon City, Philippine Luzon	828.45
Rizal Capitol, Philippine Luzon	390.00
Rosario, La Union, Philippine Luzon	362.00
San Mateo, Rizal, Philippine Luzon	235.00
Santa Ignacia, Tarlac, Philippine Luzon	362.00
Talavera Nueva Ecija, Philippine Luzon	390.00
Tanay, Rizal, Philippine Luzon	320.00
Tikub Lake, Tiaong, Quezon, Phillipine	730.75
Asuncion, Philippine South	192.00
Bislig, Philippine South	789.70
Compostela, Davao, Philippine South	406.70
Diplog North, Dipolog City, Philippine South	329.83
Dipolg West, Dipolog City, Philippine South	340.00
Fifteen Twenty one, Cebu City, Philippine South	272.00

Kapalong, Davao, Philippine South	337.42
Lake Mainit, Philippine South	252.67
Mabinay, Philippine South	212.75
Marawi City, Philippine South	759.17
Mutia, Philippine South	192.00
Nabunturan, Davao, Philippine South	463.67
Ormoc City, Philippine South	1091.80
Pamplona, Philippine South	148.00
Pinan, Philippine South	544.50
Polomolok, Philippine South	392.10
Rizal, Philippine South	210.00
Sibutad, Philippine South	216.75
Valencia Bukidnon, Philippine South	546.67
Graham County -Safford AZ	130.00
Kayenta, AZ	303.55
Bloomfield, NM	32.44
Red River, NM	209.00
San Juan, Farmington, NM	121.55
Texico-El Llano, NM	100.50
Alice Daybreakers, TX	100.50
Blessing, TX	144.65
Clarendon, TX	56.00
Deer Park, TX	169.78
Desoto, TX	541.20
Floydada, TX	67.00
Freeport, TX	127.10
Garland, TX	67.00
Glen Rose, TX	195.50
Houston Galleria, TX	19.20
Italy, TX	244.65
Palestine-Dogwood Trail, TX	44.00
Jefferson, TX	590.80
Shiner, TX	320.80
Southwest Angelo, San Angelo TX	5.00
Troup, TX	149.50
Waco Early Risers, Waco, TX	71.50

Wills Point, TX	\$134.20
Checotah, OK	139.10
Fairfax, OK	400.47
Fredrick, OK	51.10
Henryetta, OK	85.15
Hollis, OK	157.20
Muskogee-Geen Country OK	364.60
Prague, OK	393.54
Sand Springs, OK	229.55
Wasatch, Murray, UT	66.00
Bethany, WV	59.60
South Fairmont, WV	126.50
Weston, WV	81.95
Hinton, AB	81.95
Akure, Nigeria	748.87
Owo, Nigeria	160.00

9/26/80

EXHIBIT B

AGED ACCOUNTS RECEIVABLE SUMMARY

<u>KIWANIS DISTRICT</u>	<u>CLUBS</u>	<u>61-90 DAYS</u>	<u>91-120 DAYS</u>	<u>OVER 120 DAYS</u>	<u>BALANCE DUE</u>
ANDEAN	33	\$ 35.00	\$ 98.00	\$ 5,657.29	\$ 5,790.29
AUSTRALIA	14	231.90	166.90	327.07	725.87
BENELUX-FRANCE-MONACO	4	83.95	---	120.40	204.35
ICELAND	1	---	---	712.35	712.35
JAPAN	5	414.80	24.00	322.00	760.80
NEW ZEALAND	21	881.55	406.10	1,140.10	2,427.75
PHILIPPINE LUZON	76	165.15	187.00	16,939.23	17,291.38
PHILIPPINE SOUTH	52	96.10	14.00	12,944.48	13,054.58
REPUBLIC OF CHINA	26	126.00	28.00	7,115.42	7,269.42
INTERNATIONAL EXTENSION	45	95.00	164.35	12,438.65	12,698.00
K-I EUROPE	1	---	---	52.65	52.65
UNITED STATES & CANADA	790	11,640.15	3,593.23	46,635.49	61,868.87
TOTALS	<u>1,068</u>	<u>\$13,769.60</u>	<u>\$4,681.58</u>	<u>\$104,405.13</u>	<u>\$122,856.31</u>

AGED ACCOUNTS RECEIVABLE SUMMARY

		1	2	3	4	
	CLUBS	DISTRICT	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE
1	14	ALABAMA	67.75	27.00	855.05	949.80
2						
3	72	CALIFORNIA-NEVADA- HAWAII	1297.85	361.65	4312.55	5972.05
4						
5	23	CAPITAL	669.37	222.85	708.55	1600.77
6						
7	K	CAROLINAS	521.65	39.00	216.80	777.45
8						
9	84	EASTERN CANADA & THE CARIBBEAN	1692.33	769.75	9013.66	11475.74
10						
11	34	FLORIDA	779.04	122.30	692.61	1593.95
12						
13	24	GEORGIA	363.00	25.50	1356.90	1745.40
14						
15	37	ILLINOIS-EASTERN IOWA	890.55	198.34	1760.45	2849.34
16						
17	11	INDIANA	233.90	14.00	398.35	646.25
18						
19	5	KANSAS	99.00	---	93.60	192.60
20						
21	21	KENTUCKY-TENNESSEE	425.05	195.60	762.31	1382.96
22						
23	20	LA-MISS-TENN.	194.60	38.50	1022.55	1255.65
24						
25	30	MICHIGAN	246.75	244.00	1208.50	1699.25
26						
27	5	MINNESOTA-DAKOTAS	4.50	---	243.05	247.55
28						
29	19	MISSOURI-ARKANSAS	217.50	35.00	916.55	1169.05
30						
31	7	MONTANA	90.85	---	209.65	300.50
32						
33	12	NEBRASKA-IOWA	54.95	18.00	335.50	408.45
34						
35	34	NEW ENGLAND	171.68	15.80	1941.10	2128.58
36						
37	26	NEW JERSEY	255.80	89.16	666.75	1011.71
38						
39	61	NEW YORK	604.78	283.45	4810.65	5698.88
40						
41	21	OHIO	302.45	27.50	307.65	637.60
42						
43	50	PACIFIC NORTHWEST	1079.70	209.95	2496.34	3785.99
44						
45	22	PENNSYLVANIA	117.10	49.25	837.40	1003.75
46						
47	10	ROCKY MOUNTAIN	46.77	7.00	280.26	334.03
48						
49						
50						

KIWANIS DISTRICT: 33 ANDEAN

ACCT. NUMBER	CLUB NAME	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE
53409	AMBATO, ECUADOR			84.00	84.00
53456	ANTIOQUIA, NEQUELEN, COLOMBIA			175.26	175.26
53433	ARMENIA, COLOMBIA			258.25	258.25
53437	ARMERO, COLOMBIA	21.00		335.50	356.50
53497	BARAHYCE, ECUADOR		21.00	72.00	93.00
53446	BARBANGUILLA, COLOMBIA			104.00	104.00
53455	BAGUA QUEPE, COLOMBIA			244.25	244.25
53470	CAPI, COLOMBIA			189.00	189.00
53442	CHENGA, COLOMBIA			106.60	106.60
53498	COCHACA, ECUADOR			104.00	104.00
53477	DUITAMA, BOYACA, COLOMBIA			192.00	192.00
53463	FLORENCIA, COLOMBIA			318.00	318.00
53476	GERARDO, COLOMBIA			78.00	78.00
53496	GUACAJE, ECUADOR			104.00	104.00
53499	GUAYABITO QUEPE, ECUADOR			36.00	36.00
53458	LITANA, COLOMBIA			330.00	330.00
53551	LOS PUJALTES, BOYACA, COLOMBIA			308.25	308.25
53480	NEQUELEN, COLOMBIA	7.00		7.00	14.00
53439	MONTENA, COLOMBIA	7.00			7.00
53466	NEIVA, COLOMBIA			288.00	288.00
53431	PAIMERA, COLOMBIA			60.00	60.00
53444	PASTO, COLOMBIA			102.74	102.74
53555	PEREIRA, COLOMBIA			258.93	258.93
53462	PITALITO, COLOMBIA			202.92	202.92
53560	PORTOVIEJO, NAJABI, ECUADOR			108.00	108.00
53492	QUIVIBO, ECUADOR			300.00	300.00
53550	SANTA FE DE VITERBO, COLOMBIA			293.40	293.40
53436	SINCELEJO, COLOMBIA		77.00	91.00	168.00
53445	TOLUA, COLOMBIA			19.60	19.60
53459	TUNJA, COLOMBIA			80.00	80.00
53434	VALLERPARA, COLOMBIA			540.00	540.00
53565	VENTANAS, LOS RIOS, ECUADOR			194.59	194.59
53438	VILLAVIEJA, COLOMBIA			72.00	72.00
33 ANDEAN	33 CLUBS	35.00	98.00	5,657.29	5,790.29

TOTAL

KIWARRIE DISTRICT: 34 AUSTRALIA

ACCT. NUMBER	CLUB NAME	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE
53130	ADLAIDE, AUSTRALIA	12.50	69.90	8.65	91.05
53131	ADLAIDE PARRELS, AUSTRALIA		7.00	12.00	19.00
53142	CANNING RIVER, AUSTRALIA	128.30			128.30
53151	EAST PATTERNO, AUSTRALIA			189.93	189.93
53143	FREMANTLE, AUSTRALIA			36.00	36.00
53148	GELLONG, AUSTRALIA			6.79	6.79
53161	MELBOURNE-RED CITY, AUSTRALIA			8.00	8.00
53166	MURDOCH, AUSTRALIA		42.00	34.85	76.85
53170	NARBURG, AUSTRALIA	10.35			10.35
53175	NORTH PLYMOUTH, AUSTRALIA	21.00			21.00
53158	NORTH SYDNEY, AUSTRALIA		48.00	23.85	71.85
53157	NURAGONG, AUSTRALIA	52.75			52.75
53182	WANGARATTA, AUSTRALIA			7.00	7.00
53189	WOLLINGONG SOUTH, N. S. W., AUSTRALIA	7.60			7.00
34	AUSTRALIA				
	14 CLUBS		TOTAL		
		231.90	166.90	327.07	725.87

ACCOUNTS RECEIVABLE AND TRIAL BALANCE SUMMARY

KIRWAN DISTRICT: 38 MEMPHIS-1000-10000

ACCT. NUMBER	CLUB NAME	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE
60044	MEMPHIS, TENNESSEE			60.45	60.45
60091	MEMPHIS-1000-10000			59.95	59.95
60249	MEMPHIS-1000-10000	39.75			39.75
60129	MEMPHIS, TENNESSEE	44.20			44.20
30	MEMPHIS-1000-10000	83.95		120.40	204.35

TOTAL

4 CLUBS

REMARKS DISTRICT: 39 ICELAND

ACCT. NUMBER CLUB NAME 01-90 DAYS 91-120 DAYS OVER 120 DAYS BALANCE DUE

60402 ISAFJURDUN-VASAR, ICELAND

39 ICELAND 1 CLUB 14771. 712.35 712.35 712.35

KIWANIS DISTRICT: 43 JAPAN

ACCT. NUMBER	CLUB NAME	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE	
53816	OKAJIMA, JAPAN			42.00	42.00	
53818	KOBE, JAPAN	21.00			21.00	
53830	OSAKA, JAPAN	35.00			35.00	
53833	SAPPORO, OKAYAMA, JAPAN	140.00		200.00	420.00	
53840	TOKYO, JAPAN	210.80	24.00		242.80	
43	JAPAN					
	5 CLUBS					
		TOTAL	414.80	24.00	322.00	760.80

KIWANIS DISTRICT: 35 NEW ZEALAND

ACCT. NUMBER	CLUB NAME	01-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE	
54002	CAP 320, HUNAJLOU, NEW CALLEDONIA			186.60	186.60	
54013	CHRISTCHURCH, NEW ZEALAND			161.50	161.50	
54015	DUNEDIN, NEW ZEALAND			108.00	108.00	
54016	DUNEDIN NORTH, NEW ZEALAND			130.00	130.00	
54000	ESPIRITU SANTO, NEW HEBRIDES			132.00	132.00	
54012	GISBORNE, NEW ZEALAND	14.00			14.00	
54020	HAMILTON, NEW ZEALAND			34.00	34.00	
54048	HBRICK, NEW ZEALAND	14.00			14.00	
54017	KALERAJ, NEW ZEALAND		5.50		5.50	
54025	MAHURANGA, NEW ZEALAND	24.85			24.85	
54027	MT. MAUNGANUI, NEW ZEALAND			184.00	184.00	
54030	MT. RUSKILL, NEW ZEALAND			5.00	5.00	
54005	NOUMEA, NEW CALLEDONIA	272.70	378.70		651.40	
54076	OPITIKI, NEW ZEALAND			96.00	96.00	
54014	OTAHUTAI, TAHRANGA, NEW ZEALAND			7.00	7.00	
54035	PAPATOTO, NEW ZEALAND	5.50			5.50	
54039	PITARURU, NEW ZEALAND	7.00	14.00		21.00	
54040	ROTURUA, NEW ZEALAND	69.00	7.90		76.90	
54004	SUD OUEST, PATRIE DE LA TOA, NEW CALLEDONIA	474.50			474.50	
54059	WAIKANGI, NEW ZEALAND			76.00	76.00	
54058	WHAKATAKE, NEW ZEALAND			20.00	20.00	
35	NEW ZEALAND					
	21 CLUBS					
		TOTAL	881.55	406.10	1,140.10	2,427.75

KIWANIS DISTRICT: 36 PHILIPPINE LUZON

ACCT. NUMBER	CLIENT NAME	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE
54569	ANGELUS CITY, PHILIPPINES			68.00	68.00
54258	ANTIPALO, PHILIPPINES			131.00	131.00
54341	BAAL, PHILIPPINES			192.00	192.00
54249	BAJALOG, PHILIPPINES			223.00	223.00
54587	BATAAN, BATAAN, PHILIPPINES			232.82	232.82
54221	BATAVIGAS CITY, PHILIPPINES			88.00	88.00
54115	BAYANGANG, PHILIPPINES			306.80	306.80
54342	BEPZ (MAGVILLAN), PHILIPPINES			84.00	84.00
54269	BROOKSIDE HILLS, PHILIPPINES			270.00	270.00
54116	BURI, PHILIPPINES			344.00	344.00
54237	CABANATUAN CITY, PHILIPPINES			110.00	110.00
54244	CAINTA, PHILIPPINES			209.00	209.00
54238	CALAMBA, PHILIPPINES	28.00		140.00	168.00
54337	CANALIG, PHILIPPINES			228.00	228.00
54616	CARDENA, PHILIPPINES			537.00	537.00
54581	CAVITE CITY, PHILIPPINES			396.00	396.00
54627	CUBAO, CUBAO CITY, PHILIPPINES			260.75	260.75
54243	DALI, PHILIPPINES			237.90	237.90
54245	DAGUPAN CITY, PHILIPPINES			133.00	133.00
54247	DARAGA, PHILIPPINES			215.00	215.00
54628	ERMITA, MANILA, PHILIPPINES	56.00	7.00	198.00	261.00
54338	GA, PHILIPPINES			214.00	214.00
54234	GUAGUA, PHILIPPINES			133.75	133.75
54574	GUINA, PHILIPPINES			135.75	135.75
54333	GUINDBATAN, PHILIPPINES			357.00	357.00
54277	IRIGA CITY, PHILIPPINES			286.00	286.00
54573	JOSÉ PANGANILAN, PHILIPPINES			426.00	426.00
54229	KALAYAN, CALZON CITY, PHILIPPINES			144.00	144.00
54575	KAPITLYG, METRO MANILA, PHILIPPINES			120.00	120.00
54284	LA UNION, PHILIPPINES			211.00	211.00
54278	LALAG CITY, PHILIPPINES			332.49	332.49
54285	LAGASPI CITY, PHILIPPINES			208.00	208.00
54624	LENER, PHILIPPINES			560.00	560.00
54334	LIGAN, PHILIPPINES			298.00	298.00
54286	LIGAN, PHILIPPINES	5.50		651.59	657.09
54344	LUPAZ, PHILIPPINES			88.00	88.00
54287	LUCENA CITY, PHILIPPINES		28.00	195.00	223.00
54293	MABALACAT, PHILIPPINES			203.00	203.00
54290	MARATI, PHILIPPINES			435.42	435.42
54295	MARGALUYOD, PHILIPPINES			557.45	557.45
54300	MANILA, PHILIPPINES			114.00	114.00
54303	MARIKINA, RIZAL, PHILIPPINES			59.00	59.00
54246	MAYANGEL, PHILIPPINES			339.00	339.00
54112	MERCEDÉS, PHILIPPINES			168.00	168.00
54621	METROGIL, PHILIPPINES			72.00	72.00
54634	MORONG, RIZAL, PHILIPPINES			232.00	232.00
54263	MUNOZ, PHILIPPINES	7.00		96.00	103.00
54289	MUNTINLUPA, RIZAL, PHILIPPINES			120.00	120.00
54329	NAGUA, PHILIPPINES			306.00	306.00
54306	NAGA CITY, PHILIPPINES			378.80	378.80
54302	NASUGBO-CITY, PHILIPPINES			282.00	282.00
54264	NAS, PHILIPPINES			448.00	448.00
54307	CLONGAPO CITY, PHILIPPINES			76.00	76.00

KIWANG DISTRICT: 36 PHILIPPINE LUZON

ACCT. NUMBER	CLUB NAME	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE	
54304	PAFAHAJOL, RIZAL, PHILIPPINES			102.95	102.95	
54305	PASAY CITY, PHILIPPINES			73.00	73.00	
54592	PAJANGUI, PHILIPPINES			88.00	88.00	
54339	RIZAL DELAVE, PHILIPPINES	68.65	152.00	120.00	340.65	
54593	SAN FERNANDO, PHILIPPINES			220.50	220.50	
54299	SAN JOSE CITY, PHILIPPINES			182.74	182.74	
54311	SAN JOAN, RIZAL, PHILIPPINES			131.00	131.00	
54313	SAN PABLO CITY, PHILIPPINES			161.50	161.50	
54080	SAN PLOPE, PHILIPPINES			174.00	174.00	
54328	SILANG, CAVITE, PHILIPPINES			130.00	130.00	
54617	SOLANG, PHILIPPINES			210.00	210.00	
54596	SORSOGON, PHILIPPINES			346.00	346.00	
54319	STA. BARBARA, PHILIPPINES			84.00	84.00	
54343	STA. ISABEL, CENTRAL, PHILIPPINES			248.00	248.00	
54315	TABALI, PHILIPPINES			355.00	355.00	
54599	TAGIG, METRO-MANILA, PHILIPPINES			69.00	69.00	
54635	TALUGTUG, NUEVA ECTJA, PHILIPPINES			141.00	141.00	
54321	TARLAC, PHILIPPINES			309.25	309.25	
54320	TAYTAY, PHILIPPINES			237.77	237.77	
54117	TIAGOC, PHILIPPINES			196.00	196.00	
54633	TIGADON, CAMARINES SUR, PHILIPPINES			192.00	192.00	
54509	URDANETA, PHILIPPINES			159.00	159.00	
54113	VALENZUELA, METRO MANILA, PHILIPPINES			157.00	157.00	
36	PHILIPPINE LUZON					
	76 CLUBS					
		TOTAL	165.15	187.00	16,939.23	17,291.38

KIWATS DISTRICT: 42 PHILIPPINE SOUTH

ACCT. NUMBER	CLUB NAME	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE
54254	ABUYOG, PHILIPPINES			104.00	104.00
54111	BAFAK, PHILIPPINES	7.00		268.00	275.00
54221	BAGUIO CITY, PHILIPPINES			104.00	104.00
54622	BALIC CITY, PHILIPPINES			72.00	72.00
54110	BATH, PHILIPPINES			402.37	402.37
54226	BAYOGAN, PHILIPPINES			158.83	158.83
54225	BATAAN CITY, PHILIPPINES			359.25	359.25
54215	CAGAYAN CITY, PHILIPPINES			294.00	294.00
54210	CAGAYAN DE ORO CITY, PHILIPPINES			504.50	504.50
54240	CEBU, PHILIPPINES	11.00		119.90	130.90
54579	CEBU THIRD, PHILIPPINES		14.00	168.00	182.00
54502	CENTRAL PULODLUK, PHILIPPINES			280.00	280.00
54250	DAVAO CITY, PHILIPPINES			154.72	154.72
54118	DE KOTALATE, COTABATO CITY, PHILIPPINES	7.00		160.00	167.00
54265	DUPLOO CITY, PHILIPPINES			1,058.35	1,058.35
54266	ORHAGUETE CITY, NEGROS ORIENTAL, PHILIPPINES			406.62	406.62
54631	DURIAN CITY, PHILIPPINES			192.00	192.00
54569	EAST CAGAYAN DE ORO, PHILIPPINES			361.00	361.00
54270	GENERAL SANTIAGO, PHILIPPINES			203.00	203.00
54584	GOLDEN R OF DAVAO CITY, PHILIPPINES			80.10	80.10
54108	HIDRANGS, PHILIPPINES			203.67	203.67
54109	HINDANG, PHILIPPINES			440.43	440.43
54275	ILIGAN CITY, PHILIPPINES			136.00	136.00
54276	ITOLIC CITY, PHILIPPINES			162.20	162.20
54632	ISULAN, PHILIPPINES			144.00	144.00
54340	KALINGA, PHILIPPINES			112.00	112.00
54069	KAPIS, DUKAG CITY, PHILIPPINES			131.00	131.00
54272	KAREN CITY, ITOLIC CITY, PHILIPPINES			5.00	5.00
54280	LIANGA BAY, SURIGAO DEL SUR, PHILIPPINES			229.00	229.00
54294	MAASING, PHILIPPINES			179.74	179.74
54292	MACAJALAR BAY, CAGAYAN DE ORO CITY, PHILIPPINES			244.30	244.30
54291	MARBEL, PHILIPPINES			155.00	155.00
54256	METRO DAVAO, PHILIPPINES			522.00	522.00
54570	MT. APO, KIBAPAWAN, PHILIPPINES			69.42	69.42
54301	NASIPIT, PHILIPPINES			231.00	231.00
54591	NAVAL, PILERAN SUBPROVINCE, PHILIPPINES			112.00	112.00
54607	PANABO, PHILIPPINES	14.00		134.00	148.00
54576	RAJAH MUYAN, GENERAL SANTIAGO CITY, PHILIPPINES			474.15	474.15
54227	SAN FRANCISCO, AGUSAN DEL SUR, PHILIPPINES			434.00	434.00
54586	SAN VICENTE BAY, GENERAL SANTIAGO CITY, PHILIPPINES	20.00		93.00	121.00
54602	SIBULAN, PHILIPPINES			119.00	119.00
54599	SINDANGAN, ZAMBOANGA DEL NORTE, PHILIPPINES			555.75	555.75
54267	SINGAY, PHILIPPINES			252.00	252.00
54312	SURIGAO CITY, PHILIPPINES			197.00	197.00
54625	TAGBILARAN, PHILIPPINES	29.10		29.10	29.10
54316	TAGUM, PHILIPPINES			499.33	499.33
54612	TANJAY, NEGROS ORIENTAL, PHILIPPINES			135.00	135.00
54317	TERRER CITY-SIBULAN, PHILIPPINES			230.30	230.30
54261	TIGAO, DAVAO, PHILIPPINES			394.67	394.67
54629	TORIL, DAVAO CITY, PHILIPPINES			144.00	144.00

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ACCOUNTS RECEIVABLE A/R TRIAL BALANCE SUMMARY

AS OF: 0/29/80

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MEMBERS OF CLUB: 62 PHILIPPIN SPORT

ACCT. NUMBER	CLUB NAME	61-99 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE
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54326	LUPA, SCOUT CLUB, PHILIPPINES			311.21	311.21
54605	OGON, DAVAO CITY, PHILIPPINES			363.67	363.67

42	PHILIPPIN SPORT				
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522 CLUBS

TOTAL

96.10

14.00

12,944.48

13,054.58

KIWANS DISTRICT: 44 REPUBLIC OF CHINA

ACCT. NUMBER	CLUB NAME	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE		
54373	CHUNG HSIANG, TAIWAN			136.00	136.00		
54537	TUNG YUAN, TAIWAN			108.00	108.00		
54378	HSHI CHU, TAIWAN			174.93	174.93		
54544	HUALIEN, TAIWAN	28.00		276.00	304.00		
54545	KAOHSIUNG, TAIWAN			112.00	112.00		
54558	KPI LONG, CHILUNG CITY, TAIWAN			258.25	258.25		
54559	LI SUN, TAICHUNG, TAIWAN			193.20	193.20		
54374	LONG SHU, TAIWAN			432.10	432.10		
54546	NORTH TAIPEI, TAIWAN			772.00	772.00		
54565	PEKING, TAIWAN			93.50	93.50		
54561	PU LI, TAIWAN			293.40	293.40		
54562	TA LI, TAICHUNG, TAIWAN			160.00	160.00		
54547	TAICHUNG, TAIWAN	77.00		279.00	356.00		
54552	TAICHUNG CHUNG CHENG, TAIWAN			230.24	230.24		
54372	TAICHUNG CHUNG SHAN, TAIWAN			128.00	128.00		
54542	TAICHUNG DRAGON, TAIWAN, TAIWAN			1,012.00	1,012.00		
54543	TAICHUNG LOYALTY, TAIWAN	21.00	28.00	136.00	185.00		
54549	TAICHUNG PLACE, TAIWAN, TAIWAN			280.00	280.00		
54539	TAICHUNG SHANG SHIH, TAIWAN			208.00	208.00		
54553	TAIWAN, TAIWAN			368.00	368.00		
54550	TAIPEI, TAIWAN			228.00	228.00		
54557	TAIPEI HSIEN, TAIWAN			306.80	306.80		
54551	TAIPEI KEYSTONE, TAIWAN			60.00	60.00		
54566	TUNG SHIH, TAIWAN			160.00	160.00		
54371	WU FANG, TAIWAN			630.00	630.00		
54563	YUE LI TAIPEI, TAIWAN			80.00	80.00		
44	REPUBLIC OF CHINA	26 CLUBS	TOTAL	126.00	28.00	7,115.42	7,269.42

KIWANIS DISTRICT: 31 INTERNATIONAL EXTENSION

ACCT. NUMBER	CLUB NAME	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE
53500	ACCRA, GHANA			561.90	561.90
53487	ASANA, GUAT			175.00	175.00
57009	AMMAN, JORDAN		32.00	77.00	109.00
54325	ARICITO, PUERTO RICO		8.00		8.00
54330	BAYAMON, PUERTO RICO			41.00	41.00
53100	BULNES APRES, ARGENTINA			204.00	204.00
53850	BUPYONG, INCHEON, KOREA			1,136.00	1,136.00
54335	CAGUAS, PUERTO RICO			473.60	473.60
58005	CAMPINAS, BRAZIL	7.00			7.00
53701	CAUSEWAY BAY, HONG KONG			188.00	188.00
53860	CHERJU CITY, KOREA			512.90	512.90
53490	GEORGETOWN, GUYANA			162.75	162.75
53751	GRAND TURK ISLAND, GRAND TURK ISLAND	5.50	118.85		124.35
56000	GUATEMALA CITY, GUATEMALA			228.00	228.00
53862	HANYANG-SEOUL, KOREA			128.00	128.00
53431	HEREDIA, COSTA RICA			144.00	144.00
53863	INCHEON, KOREA			260.00	260.00
55001	IPAH, MALAYSIA			663.95	663.95
53105	JAJUY, ARGENTINA			80.00	80.00
57100	KARPOUR, INDIA			534.00	534.00
55000	KUALA LUMPUR, MALAYSIA	77.00		280.50	357.50
54677	LAGOS, NIGERIA			168.00	168.00
53888	LORLEI, MEXICO			24.00	24.00
55005	MALACCA, MALAYSIA			439.00	439.00
53420	MANAGUA, NICARAGUA			352.00	352.00
60850	MONROVIA, LIBERIA WEST AFRICA			252.00	252.00
53120	MURATA, ARGENTINA			276.00	276.00
53600	NAIROBI, KENYA			87.00	87.00
57110	NEW DELHI, INDIA			560.00	560.00
53950	OAXACA, MEXICO			465.05	465.05
54220	PANAMA CITY, PANAMA			256.00	256.00
54361	PONCE, PUERTO RICO			361.00	361.00
53123	ROSARIO, ARGENTINA			130.00	130.00
60142	SAN TOJALTE, BELIZE C.A.			618.00	618.00
54370	SAN JUAN, PUERTO RICO			209.00	209.00
60800	SANTO DOMINGO, DOMINICAN REPUBLIC			176.00	176.00
58000	SAO PAULO, BRAZIL		5.50	563.00	568.50
53880	SEOUL, KOREA			131.00	131.00
54375	SINGAPORE, SINGAPORE	5.50		104.00	109.50
54376	SINGAPORE, ALPHA CHAPTER, SINGAPORE			550.00	550.00
53882	SOUTH SEOUL, KOREA			128.00	128.00
53753	TEL AVIV, ISRAEL			224.00	224.00
53128	VENADO TUERTO, ARGENTINA			84.00	84.00
61000	YACUMBE, GUINEA WEST AFRICA			347.00	347.00
53884	YONGSAN, SEOUL, KOREA			84.00	84.00
31 INTERNATIONAL EXTENSION					
45 CLUBS					
TOTAL		95.00	164.35	12,438.65	12,698.00

KIMMIS DISTRICT 32 KIMMIS INTERNATIONAL EUROPEAN FEDERATION

ACCT. NUMBER	CLUB NAME	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE
60900	ULABHLY, CLPK, IRELAND			52.65	52.65
32	KIMMIS INTERNATIONAL EUROPEAN FEDERATION		<i>Total</i>	52.65	52.65

1 CLUB

EXHIBIT C

KIWANIS INTERNATIONAL CREDIT MEMOS ISSUED OCTOBER, 1978 to SEPT., 1979

	TOTAL	DUES	MAGAZINE	PROC.FEE	SUPPLY	ADV.	LIAB. INS.
Oct. 78	7642.96	375.30	109.50	380.00	6013.49	727.07	37.60
Nov. 78	7000.16	480.60	295.00	654.85	5078.08	459.23	32.40
Dec. 78	12104.84	5708.00	49.00	433.37	5120.51	26.16	767.80
Jan. 78	9138.82	3848.92	60.00	615.20	3561.12	334.98	718.60
Feb. 78	8367.27	2267.92	207.00	571.00	4721.43	317.72	282.20
Mar. 78	7949.98	1474.90	36.00	425.05	5447.42	413.01	153.60
Apr. 78	5322.23	761.40	123.00	240.00	3265.22	835.41	97.20
May 78	7490.81	873.89	74.35	446.50	5623.32	445.05	27.70
June 78	9561.60	5361.71	80.80	605.00	3130.08	318.01	66.00
July 78	9340.55	3396.10	248.00	782.00	4393.91	468.19	52.35
Aug. 78	7051.57	992.34	73.00	295.00	5605.04	71.79	14.40
Sept. 78	8997171	2146.00	87.05	637.50	5062.30	1025.76	39.10
TOTALS	99968.50	27687.08	1442.70	6085.47	57021.92	5442.38	2288.95

KIWANIS INTERNATIONAL CREDIT MEMOS ISSUED
OCTOBER 1979 to August 1980

	<u>TOTAL</u>	<u>DUES</u>	<u>MAGAZINE</u>	<u>SUPPLY</u>	<u>ADVTG.</u>	<u>PROC. FEE</u>	<u>INSURANCE</u>
Oct. 79	8379.30	1781.86	126.00	5807.72	390.12	222.00	51.60
Nov. 79	7421.49	367.99	74.50	6193.16	469.14	285.00	31.70
Dec. 79	9199.77	3636.91	12.25	2462.67	2372.84	215.00	500.10
Jan. 80	27709.35	9847.20	172.05	14114.63	845.27	995.60	1734.60
Feb. 80	12267.80	2538.74	393.75	7853.36	350.50	904.10	227.35
Mar. 80	9811.71	1624.70	267.50	6246.38	354.18	1174.00	144.95
Apr. 80	12041.65	1390.87	219.00	8766.11	773.29	783.00	109.40
May 80	14748.57	1731.28	607.50	10672.34	544.35	1080.30	112.80
June 80	18988.66	8472.41	579.50	8869.83	267.29	728.83	70.80
July 80	11520.68	3180.49	492.75	6475.14	61.90	1134.00	176.40
Aug. 80	8239.85	2804.55	365.50	915.50	3757.88	250.02	146.40
TOTALS	140328.83	37377.00	3310.30	78376.84	10186.74	7771.85	3306.10

KIWANIS INTERNATIONAL



OFFICE OF THE SECRETARY

ACCOUNTING OF SECRETARY'S CONTINGENT FUND

April 1, 1980 to September 30, 1980

1. Car Maintenance - (less 1/3 personal use)

Garage and Service -	\$475
Insurance - - - - -	195
Repairs - - - - -	52
Depreciation - - - - -	<u>395</u>

\$ 1117

2. Special occasion gifts, flowers & cards -

270

3. Business phone and charges at home - - -

147

4. Entertainment of official guests, staff

and personnel, at home and elsewhere - -

268

TOTAL - - - - -

\$ 1802

(signed) *R. Hendew*

WOLF AND COMPANY
OF ELMHURST
CERTIFIED PUBLIC ACCOUNTANTS
180 WEST PARK AVENUE
ELMHURST, IL 60126

312 • 530-3700

August 12, 1980

Mr. Jeffery A. McNary
Kiwanis International
101 East Erie Street
Chicago, Illinois 60611

Dear Mr. McNary:

At your request, we have outlined below the Internal Revenue Service's requirements for substantiation of travel and related expenses:

1. Expense account statements submitted to Kiwanis International must be prepared from an account book, diary or similar record maintained by the employer. The employee must prove time, cost, place, business relationships and business purpose of the expenditure.
2. A written statement of the business purpose of an expenditure is generally required. However, if the business purpose of an expenditure is clear from the surrounding facts and circumstances, as in the case with most Kiwanis travel expenditures, a written explanation will not be required.
3. Documentary evidence is required to support all expenditures for lodging while traveling away from home. It is also required for any other expenditure of \$25 or more, except that if evidence is not readily available for transportation charges it will not be required. Documentary evidence is a receipt, paid bill, or similar evidence sufficient to support an expenditure.
4. Employees who give their records and documentation to their employers and are reimbursed for their expenditures will not have to keep duplicate copies of such information.

Mr. Jeffery A. McNary

-2-

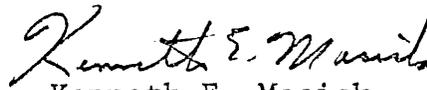
August 12, 1980

5. If you do not require substantiation from your employees, the amount paid to them as reimbursement must be indicated in their compensation.

We hope the above gives you a general understanding of the record keeping requirements for travel and related expenses. Please contact us if you have any specific questions relating to the above.

Sincerely,

WOLF AND COMPANY



Kenneth E. Masick
Partner

KEM:jam



KIWANIS INTERNATIONAL TRAVEL & EXPENSE REPORT

NAME <u>John Doe</u>	TITLE <u>XXXX</u>
PERIOD COVERED FROM: <u>Sept. 28</u> TO: <u>Oct. 5</u>	

PURPOSE OF EXPENSES: <u>Int'l. Council Meeting</u>

TRANSPORTATION

DATE	FROM	TO	AUTO		TAXI	AIR-BUS RAIL	REMARKS	
			MILES	SUM AT —¢/MILE				
9/28	Houston	Chicago - Houston				*268.50	Paid by air credit card (see attached)	
9/28	O'Hare	Hotel			18.00			
10/5	Hotel	O'Hare			18.00			
SUB TOTAL						36.00	TOTAL Transportation	36 00

LODGING, MEALS & OTHER

DATE	HOTEL	MEALS			TELEP	OTHER	REMARKS	
		BKFST	LUNCH	DINNER	TELEG.			
9/28	*61.00				4.30	2.50	tip to sky cap at airport	
	61.00							
	61.00				3.20			
	61.00					8.00	tip to hotel room maid	
Oct. 5	61.00					2.50	tip to sky cap at airport	
SUB TOTAL		427.00			7.50	13.00	TOTAL Lodging, meals & other	447 50

PER DIEM 7 DAYS AT \$ 25.00 : TOTAL PER DIEM 175 00

I certify that the above is a true and accurate statement of expenses:	
Signature <u>John Doe</u>	Date <u>9/29/80</u>

TOTAL EXPENSES	658 50
LESS ADVANCES	
RETURNED	
RETAINED	
DUE TRAVELER	658 50

ACCOUNT _____
APPROVED BY DEPT. HEAD: _____

OFFICER: _____

FINANCE: _____

* requires supporting documentation



KIWANIS INTERNATIONAL TRAVEL & EXPENSE REPORT

NAME John Doe TITLE XXXX
 PERIOD COVERED FROM: Sept. 28 TO: Oct. 5

PURPOSE OF EXPENSES:
Int'l. Council Meeting

TRANSPORTATION

DATE	FROM	TO	AUTO		TAXI	AIR-BUS RAIL	REMARKS
			MILES	SUM AT \$ / MILE			
9/28	Houston	Chicago	Houston			*268.50	Paid by air credit card (see attached)
9/28	O'Hare	Hotel			18.00		
10/5	Hotel	O'Hare			18.00		
SUB TOTAL					36.00		TOTAL Transportation <u>36 00</u>

LODGING, MEALS & OTHER

DATE	HOTEL	MEALS			TELEP. TELEG.	OTHER	REMARKS
		BKFST	LUNCH	DINNER			
9/28	*61.00	4.00	6.95	12.85	4.30	2.50	tip to sky cap at airport
	61.00	3.50	4.35	11.25			
	61.00	4.20	5.00	*150.00			Dinner includes Joe Smith, Jerry Lewis, Don Rickles, Johnny Carson
	61.00	4.80	5.20	13.95	3.20		
	61.00	5.00	5.00	11.80			
	61.00	4.25	4.80	12.35		8.00	tip to hotel room maid
Oct. 5	61.00	5.25	5.80	10.75		2.50	tip to sky cap at airport
SUB TOTAL	427.00	31.00	37.10	222.95	7.50	13.00	TOTAL Lodging, meals & other <u>738 55</u>

PER DIEM _____ DAYS AT \$ _____ : TOTAL PER DIEM NA

I certify that the above is a true and accurate statement of expenses:
 Signature John Doe Date 9/29/80

TOTAL EXPENSES 774 55
 LESS ADVANCES _____
 RETURNED _____
 RETAINED _____
 DUE TRAVELER 774 55

ACCOUNT _____
 APPROVED BY DEPT. HEAD: _____

OFFICER: _____

FINANCE: _____

* requires supporting documentation

REPORT OF THE COMMITTEE ON PAST PRESIDENTS

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 2-3, 1980

Date of Committee Meeting: October 2-3, 1980

Place of Committee Meeting: Kiwanis International Building, Chicago, Illinois

Present: Members - Lorin J. Badskey, Wes H. Bartlett, Reed C. Culp, Roy W. Davis, William M. Eagles, M.D., Donald T. Forsythe, T.R. Johnson, Edward C. Keefe, James M. Moler, Ted R. Osborn, Walter J.L. Ray, Stanley E. Schneider, Hilmar L. "Bill" Solberg, Charles A. Swain, Merle H. Tucker, Albert J. Tully, Robert F. Weber, I. R. Witthuhn, and O. E. Peterson (Honorary Member).

Chairman- Maurice Gladman

Absent - H. Park Arnold, Fred G. McAlister, Q.C., Donald B. Rice, and J. O. Tally, Jr.

Following the call to order by the Chairman, the invocation was given by Past President Roy W. Davis.

The Chairman informed the Committee that appropriate messages will be sent to those who were unable to attend and that he would send a letter on behalf of the Committee to the widow of Past President Harold M. Heimbaugh.

The minutes of the June 20, 1980 meeting of the Committee were approved as submitted. Past President Hilmar L. "Bill" Solberg was welcomed as a new member of the Committee, and the staff reviewed the program for the 1980 Kiwanis International Council.

The agenda for the meeting was approved, and the Chairman stated that additional items could be added as the Committee so desired.

Distinguished Governor, Lieutenant Governor, and Club President Award Programs

The Chairman noted that the Committee, during its September 27, 1980 meeting, asked the International Board to review the Distinguished Award programs of the organization and the material items presented.

Staff reported that the Board, at its June, 1980 meeting, changed the criteria in the Lieutenant Governor and Club President Award programs to eliminate "extenuating circumstances" as a factor, and has changed item #1 in the Distinguished Governor criteria relating to membership growth. The Committee was also informed that the budget for the Distinguished Programs for 1980-81 had been reduced to \$26,500 by the elimination of the medallion for Distinguished Governors and by placing awards for Distinguished Club Presidents on a sales basis to districts.

The Committee is of the opinion that the awards programs do not place proper emphases on community service; that the criteria makes it too easy to become an award recipient; and that the large number of annual recipients makes the awards meaningless. The Committee also questions the merits of having participation only

in the current Major Emphasis Program as a factor since many clubs successfully carry on a Major Emphasis Program year after year.

Recommendation #1:

The Committee recommends that the present Distinguished Awards Programs be eliminated and asks that the International Board develop a new Distinguished Awards Program emphasizing community service and setting more stringent criteria.

International Convention Promotion Budget

The Committee reviewed again the promotion budget of \$10,000 for the New Orleans Convention Host Committee and stated its objection to the fund as expressed at its Anaheim Convention meeting. The Committee was informed by staff that the budget for the Minneapolis Convention Host Committee had been reduced to \$6,000. The Committee reiterated its concern that promotional budgets for International Convention Host Committees are inappropriate.

Recommendation #2:

The Committee recommends that the International Board rescind its policy to provide International Convention Host Committees with promotional funds.

Cash/Credit Card Sales

The Committee was informed that, as of October 1, 1980, supplies from Kiwanis International will be available on a cash/credit card sale basis; that this policy will apply to all Kiwanis clubs, districts, and elected leaders; and that efforts will be made to accommodate Kiwanians and clubs in areas which have monetary restrictions. Staff noted that the new 1980-81 Official Supplies Catalog will be distributed to the 1980 International Council.

Status of Kiwanis International-Europe Office

Staff told the Committee that relations with Kiwanis International-Europe are strained and that the situation centers on personnel in the Zurich office. It was explained that the status of the current Administrator/Secretary of Kiwanis International-Europe was not clear and that previous action by the International Board in this regard had not been accepted. The status of a new Field Service Representative, employed by Kiwanis International to assist in the Zurich office, is also in question.

The Committee agreed that the situation needs to be clarified as soon as possible so that the agreement between Kiwanis International and Kiwanis International-Europe is properly carried out by both parties.

Recommendation #3:

The Committee recommends that the President be given full authority to definitively resolve the personnel problems with Kiwanis International-Europe.

Remarks of the International President

International President Merald T. Enstad was welcomed by the Committee, and he noted that the International Board was confronted with major decisions during this meeting.

He told the Committee that the retention of members will be a priority item of his presidency and that he had asked the Board Committee on Membership Growth and the staff to concentrate on the problem. He agrees with the Committee that there must be a proper balance between membership retention and growth.

The President informed the Committee that new club building efforts in 1979-80 had been highly successful and that the reduction of the Field Service staff had not been detrimental to the organization's efforts. However, he noted that there was a need to provide more training for Field Service Representatives so that their productivity in the field would be increased. He commented that working with Kiwanis club problems would be stressed, as well as new club building efforts.

The President expressed his appreciation to the Past Presidents who comprise the Special Committee on Kiwanis International Structure and indicated that their continued assistance is desired by the International Board.

The Committee was informed that the registration fee for Kiwanians for the 1981 New Orleans Convention had been raised from \$45 to \$55, but the \$20 registration fee for ladies will remain the same.

Remarks by the President-elect

President-elect E. B. "Mac" McKitrick told the Committee that he intends to strengthen the role of International Committees by appointing a coordinating group related to the primary concerns of the committees. The required International Committees will be appointed and they will report to one of the five coordinators. He told the Committee that he hopes that the Coordinators will meet in March during the Conference for Governors-elect, again during the 1981 New Orleans Convention, and that only these five coordinators will attend the 1981 International Council. \$14,000 has been appropriated by the International Board to cover the costs involved for the Coordinators.

The President-elect told the Committee that he intends to assign members of the International Board to the district conventions of Kiwanis International-Europe in 1981-82 as a means of maintaining proper relations with that federation.

In response to questions from the Committee, the President-elect noted that new auditors had been employed by Kiwanis International because previous auditing firms had not paid proper attention to the deficiencies in our financial operations. He commented that the International Board is the policy-making body of the organization and that the Secretary (Executive Director) must be responsible for carrying out the Board's policies and for handling the administrative activities of the General Office.

Kiwanis Club Delinquencies

The Committee reviewed a report, as of August 26, 1980, on the delinquencies of Kiwanis clubs worldwide. Staff informed the Committee that approximately \$34,000 in past due accounts receivable had been written off by the International Board during its October, 1980 meeting and that \$60,000 is deemed to be collectable.

Staff told the Committee that District Governors and Secretaries receive monthly reports of the delinquencies of the Kiwanis clubs in their districts as well as copies of correspondence sent to clubs being placed on suspended status. The Committee expressed its opinion that this information should be provided to members of the International Board prior to all official visits and that members of the Board should review delinquencies with district boards during district conventions and mid-year conferences.

The Committee also suggested that the auditors be asked to give their attention to the verification of accounts receivable and to send out statements to all clubs with delinquencies. Staff informed the Committee that the Club Service Department will be assisting the Finance Department in contacting delinquent clubs by telephone where possible.

The Committee suggested that delinquencies be given attention at the annual Conference for Governors-elect, at the International Convention and Council meetings of the District Governors and Secretaries.

Staff noted that the Board Committee on Finance intends to fully explore the delinquency problem and that the Committee will be advised of their findings.

In discussing delinquencies of overseas Kiwanis clubs, members of the Committee expressed the opinion that extension to any country should not be undertaken until all financial and banking arrangements are completed and that it should be the responsibility of the Finance Department to direct and control all such arrangements.

Recommendation #4:

The Committee recommends that the Finance Department of Kiwanis International be authorized to have control over all financial arrangements and policies and that clear lines of communication be developed between that department and the Extension Department.

Kiwanis International Board Structure

James M. Moler, Chairman of the Special Committee on Kiwanis International Structure, reported on the meeting held by his Committee with the Board Committee on Administration and Structure. His committee's recommendations and the previous recommendations of the International Board related to the structure of the Board were fully reviewed, and plans are for some implementation to be made during the 1981 New Orleans Convention.

The Committee wishes to express its opposition to any plan to restructure the International Board that provides for specified representation unless such a plan includes a rotation procedure.

Farm-City Week

The Chairman told the Committee that the International Board has rescinded its April, 1980 action that ended Kiwanis International's role as the coordinating agency for the Farm-City Council. He noted that reconsideration was based upon continuing the relationship for a one-year trial basis upon the promise made by the Farm-City Council that it would reimburse Kiwanis International up to \$15,000 for expenses.

Kiwanis International Finances

At the request of the Committee, the Treasurer of Kiwanis International, John T. Roberts, reviewed the financial picture of the organization with particular attention to the budget for 1980-81 that was adopted by the International Board at the 1980 Council meeting. He told the Committee that staff has been instructed to prepare a study to project income and expenses for the next three administrative years by the time of the January, 1981 Board meeting.

The Committee expressed its concern for the cost of overseas travel by members of the International Board in view of a deficit budget for 1980-81. The Committee is also concerned about the financial ramifications of the extension of Key Club International worldwide.

The Committee expressed its strong opposition to a planned deficit budget for 1980-81 and to the extension of Key Club International throughout the world.

Role of the Committee

The Past Presidents have a sincere concern for the future of Kiwanis International, and the Committee believes that it has a responsibility to assist the International Board through the presentation of constructive recommendations. The Committee hopes that the International Board realizes that the experience and expertise of the Past Presidents represents a valuable asset to the organization. In order to serve more effectively, the Committee plans to undertake thorough studies on such items as finance, the administrative year, training, and the restructure of the Board, and its reports will be presented to the appropriate International Board Committees for consideration.

New Business

The Chairman asked the Committee to review the proposed amendment to the Constitution and Bylaws of Kiwanis International concerning senior membership.

The Committee requests that they receive copies of all revisions to Kiwanis International Board Policies so the members' files are always kept up-to-date.

It was suggested that members of the Committee consider a group tour after the 1983 Vienna International Convention.

The Chairman announced that the next meeting of the Committee will be held on June 25, 1981, in conjunction with the New Orleans International Convention.

The Committee expressed its appreciation to the International President, the International Board, and the General Office staff for the excellent arrangements made for its participation in the 1980 International Council. The Committee reaffirms its dedication to the organization and the sincere desire of all its members to assist whenever possible.

MAURICE GLADMAN, Chairman