

I N D E X

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

July 28 - August 1, 1965

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SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

KIWANIS INTERNATIONAL

July 28-August 1, 1965

A meeting of the International Board of Trustees was held at the General Office in Chicago, July 28-31, 1965. Those present: Edward C. Keefe, President; Dr. R. Glenn Reed, Jr., President-Elect; Edward B. Moylan, Jr., Immediate Past President; Walter H. Howell, Q.C., and James M. Moler, Vice-Presidents; Marshall E. Jetty, Treasurer; Steve A. Alford, Jr., Wes H. Bartlett, Derral L. Clark, Harold M. Heimbaugh, Harry S. Himmel, Ted R. Johnson, James W. Putnam, Claude L. Ryder, Phillip V. Stout, Robert F. Weber, Jack Willis, Trustees; O. E. Peterson, Secretary. Absent: Nelson O. Fuller.

1. Message of the President

This is attached as Exhibit #1.

Recommendation 1. That the Board approve, subject to review by the committee hereafter referred to as the Board Committee on Laws and Policies, the following modifications in Board Committee structure: Laws, Policies, and Structure to become Laws and Policies; Administration to become Administration and Structure; functions of the Special Services Committee to be transferred to the Committee on Membership Development; Special Committee on Presidential Travel to terminate with the end of this meeting and its functions to be absorbed by the Committee on Administration and Structure.

Voted, that this recommendation be adopted.

Recommendation 2. That the composition of the Finance Committee as set forth in the body of this report be approved.

Voted, that this recommendation be adopted.

Recommendation 3. That the composition of the Executive Committee as set forth in the body of this report be approved.

Voted, that this recommendation be adopted.

Recommendation 4. That the Board Committee on Administration and Structure and the Committee on Leadership and Council study the matter of excessive travel and visitation by district officers and make recommendations to this Board concerning a proper balance between visitations and administration on the part of such officers and concerning a method to educate said district officers in the need to curtail excessive travel and place greater emphasis on administration.

Voted, that this recommendation be adopted. (See report of Administration and Structure Committee)

Recommendation 5. That the Board Committees on Leadership and Council and Program Development develop appropriate guidelines and materials for use by International Representatives to district conventions in promoting the

"Heritage of Freedom" program, and that such guidelines and materials be included in their reports for this meeting.

Voted, that this recommendation be adopted. (See reports of these committees)

Recommendation 6. That the Board Committee on Extension prepare detailed procedures for the operation and formation of separate federations in International Extension.

Voted, that this recommendation be adopted. (See report of Extension Committee)

Recommendation 7. That the Board Committee on International Extension develop a proposal concerning the administration, financing, and promotion necessary to afford optimum safeguards and efficiency in all aspects of International Extension.

Voted, that this recommendation be adopted. (See report of Extension Committee)

Report received.

2. Report of the Secretary

This is attached as Exhibit #2.

Recommendation 1. That the Board send a floral expression of its best wishes for the speedy recovery of Trustee Nelson.

Voted, that this recommendation be adopted.

Recommendation 2. That the Board Committee on Convention consider some plan for protecting visiting district delegations in Portland with primary hotel accommodations prior to a specified date well in advance of the convention.

Referred to Board Committee on Convention.

Recommendation 3. That the Board Committee on Sponsored Youth Organizations give further study to rescheduling the time of Key Club International Conventions to insure a better attendance of adult advisers and to facilitate the assignment of staff personnel.

Referred to Board Committee on Sponsored Youth Organizations. (See report of this committee)

Recommendation 4. That the Board Committee on Sponsored Youth Organizations approve the appointment of Robert F. Lucas as Director of Key Clubs.

Referred to Board Committee on Sponsored Youth Organizations. (See report of this committee)

Recommendation 5. That the Board Committee on Program Development evaluate the effectiveness of our present system of club reporting.

Referred to Board Committee on Program Development.

Recommendation 6. That the Board Committee on Program Development consider the proposal to establish an official Kiwanis United States-Mexico International Boundary Peace Marker.

Referred to Board Committee on Program Development.

Recommendation 7. That the Board Committee on Administration and Structure study the suggestion of the Committee of Past Presidents to create a special committee to draft the guidelines for a long-range study of the organization's program.

Referred to Board Committee on Administration and Structure. (See report of committee)

Report received.

2(a) Message of the President-Elect

President-Elect Reed made the following statement:

"It is, indeed, a pleasure to realize that I will serve on the International Board for three more years. The last six years have been rewarding in many ways, and I look forward to the continued fellowship and to the work of the Board.

"This year of President-Elect is a year of preparation, and then the year as President will present quite a challenge -- and quite an opportunity to serve. I sincerely ask the help of each of you in evolving plans and programs.

"A large number of the International Chairmen and members that I will appoint will probably come from the 1965 Governors. Each member of the Board will have an opportunity to evaluate these men at the District Conventions. I will appreciate your opinions as to their ability.

"I will be receptive to any ideas that will help to further our Kiwanis ideals and objectives.

"During this year I pledge to President Ed and to each of you my best in making this an outstanding year. All of us, I am sure, will be working together for the betterment of our great organization."

Message received.

3. Approval of Summaries of Minutes of Board Meetings Held in New York, July 1-2 and July 8.

Voted, that the minutes of the meetings held in New York be approved.

4. Absentee from Meeting

Regret was expressed at the absence of Nelson Fuller, It was stated a letter had been received from Mrs. Fuller giving information as to his condition and expressing appreciation for the consideration given to him and the many letters and cards received.

5. Consideration and Action of General Office Activities

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

Change of Territorial Limits of Established Clubs
Elimination of Not-Meeting Club from Active Membership Files
Organization of New Clubs, including Territorial Limits and Charter Membership
Club Incorporations
Incorporation of Club Foundations
Additional Circle K Clubs Completed
Additional Key Clubs Completed
Travel Meeting
Clubs Suspending Meetings Because of Disaster Affecting Entire Community.

6. Delegation of Authority to Executive Committee

Voted, that the action of the Board last August in adopting the following resolution establishing the responsibility of the Executive Committee to act in behalf of the Board between meetings of the Board be reaffirmed:

"RESOLVED, that in any interim between meetings of the Board of Trustees, the administrative authorities of this Board 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."

7. Resolutions Adopted at Convention

Attention was given to the resolutions adopted at the Convention, and their dissemination.

8. Petitions for Revocation of Charters

Voted, that the charters of the following clubs be revoked:

French Lick, Indiana
Edgerton, Minnesota
Fenton-High Ridge, Missouri
Shelbina, Missouri
Bronxville-Eastchester, New York
Phoenix, New York
Delta Park-Portland, Oregon
Carnegie, Pennsylvania
Jessup-Peckville, Pennsylvania
Falfurrias, Texas

9. Recommendations of Past Presidents Committee

Attention was called to the recommendations made by the Committee of Past Presidents regarding convention dates during the period June 10 to 30, and also that there be made an over-all survey of American cities having

facilities to adequately accommodate the Kiwanis convention. These were referred to the Board Committee on Convention, with the request that the committee give them consideration by the time of the October Board Meeting.

Also discussed was the suggestion of the Past Presidents previously that a committee be appointed to set down guidelines for a study pinpointing the concerns of Kiwanis for the future. The opinion was expressed that it would be well to have a joint meeting of the Board and Past Presidents, possibly at the time of the Council Meeting, to discuss the advisability of study and long-range planning as to the purposes, functions, and future of Kiwanis. The Administration and Structure Committee was requested to prepare an agenda of matters to be brought up at such joint meeting, and the members of the Board were asked to send their thoughts to this committee.

10. Reports of Board Committees

Administration and Structure

Chairman Phillip V. Stout submitted the report of this committee. This is attached as Exhibit #3.

Recommendation 1. The name--Administration and Structure--be used, and that the following shall define the scope of the committee's responsibility:

"To study and review General Office operation and office equipment in order to recommend such procedures as will make for more efficient functioning and more effective operation in all phases of Kiwanis work.

"To study and make recommendations upon the relationship between Kiwanis International, its districts and clubs, the function of International Committees, the elimination or combination of committees whose functions overlap, and all other matters relating to efficient organizational functioning. To consider all matters referred to it by the Board and make recommendations to the Board on matters initiated by it or referred to it by the Board.

"Further, that the first sentence of the second paragraph above be deleted from the duties of the Laws, Policies, and Structure Committee as now defined in the Policies."

Voted, that this recommendation be adopted.

Recommendation 2. That the district governors be trained and instructed in their duties to their districts by recommending one official visit to each division be made, and if possible that it be combined with another meeting at the same time with club officers so that administrative problems can be discussed. Further, that the lieutenant governors be given complete opportunity to install officers, handle special functions, etc. within their respective division.

Voted, that this recommendation be adopted and referred to the Board Committee on Leadership and Council.

Recommendation 3. That the Lieutenant Governors' reports to International be limited to the three required, i.e. Official Club Visitation, Contact, and Official Board Visitation, and additional reports be made only where administrative matters warrant the same.

Voted, that this recommendation be adopted.

Recommendation 4. That Recommendations 2 and 3 be presented at Council to the Governors, and that all Counselors be made aware of these recommendations.

Voted, that this recommendation be adopted and referred to the Board Committee on Leadership and Council for action.

Recommendation 5. That the Public Relations Committee study the problem of effective public speaking at all levels and prepare adequate material that could be inserted in all briefs of Board members, Governors, Lieutenant Governors, and Club Presidents in regard to effective public speaking.

Voted, that this recommendation be adopted and referred to the Board Committee on Public Relations.

Recommendation 6. The President be asked to appoint a committee with Staff, Board, and Past President representation to prepare agenda and be ready for discussion in a joint meeting of the Board and Past Presidents, preferably at Council, on the following subjects, using a long-range viewpoint, in this order: (1) Program Planning; (2) Administrative Procedures; (3) Physical Structure of Building.

Voted, that this recommendation be adopted.

Recommendation 7. That the Secretary of Kiwanis International establish a price for requests beyond the normal usage of the IBM equipment after Staff consultation, and that the districts or other units of Kiwanis be charged accordingly.

Voted, that this recommendation be adopted.

Recommendation 8. (1) That present secretarial help is sufficient for any emergency correspondence of Board members at the time of a Board Meeting, and further that additional secretarial services' cost would be an unnecessary expense.

(2) That Briefs for International Officers contain all names and addresses of officers, including names of wives, with additional copies of these sheets available from the office.

(3) That money now provided for mailing expense twice a year could cover the purchase of memo pads with a logo that the Supplies Department could furnish, but that it be done individually.

Voted, that this recommendation be adopted.

Recommendation 9. That the Pension Plan, as presented, be held for further study.

Voted, that this recommendation be adopted.

Recommendation 10. That the question of travel insurance for Board members under a blanket policy be held for investigation and report at the next meeting.

Voted, that this recommendation be adopted.

Recommendation 11. That at the next meeting of the committee, added time be given because of time-consuming problems.

Voted, that this recommendation be adopted.

Report received.

Convention

Chairman Jetty presented the report of this committee. It is attached as Exhibit #4.

Recommendation 1. The following designation of responsibilities be approved: Program - Marshall E. Jetty; Workshops - Ted R. Johnson; Attendance Promotion - Harold M. Heimbaugh.

Voted, that this recommendation be adopted.

Recommendation 2. For budget purposes the following estimated attendance goals and registration fees be established:

	<u>Attendance Goal</u>	<u>Registration Fee</u>
Men	6,500	\$12.00
Ladies	5,000	8.00
Young Adults	300	5.00

Voted, that this recommendation be adopted.

Recommendation 3. Approval be granted for a meeting of the convention committee and others noted in the body of this report in Portland, Oregon, December 28-29.

Voted, that this recommendation be adopted.

Recommendation 4. Convention Manager Don Vaughn and his staff locate in Portland in February.

Voted, that this recommendation be adopted.

Report received.

Extension

Chairman Moler presented the report of the committee. This is attached as Exhibit #5.

Recommendation 1. The Structure and Guidelines for the Provisional Division in Mexico be adopted in principle and be made available to prospective

divisions, and be referred to the Laws and Policies Committee.

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

Report received.

Leadership and Council

Chairman Johnson presented the report of this committee. It is attached as Exhibit #6.

Recommendation 1. That the Program for the International Council be approved, as in Exhibit A.

Voted, that this recommendation be adopted.

Recommendation 2. The acceptance of the Leadership Training Plans as contained in Exhibits B, C, and D.

Voted, that this recommendation be adopted.

Recommendation 3. The adoption of the dates for the Leadership Training Conference as listed in the body of this report.

Voted, that this recommendation be adopted.

Recommendation 4. The approval of the Outline for the Training of International Committee Chairmen as attached in Exhibit E.

Voted, that this recommendation be adopted.

Recommendation 5. The adoption of plans for the Continuous Training at District, Division, and Club level as outlined in the body of this report.

Voted, that this recommendation be adopted.

Recommendation 6. Making firm the dates of November 5 and 6 for the Training of District Chairmen of Key Clubs and Circle K Clubs, and that the Chairman of the Board Committee on Sponsored Youth Organizations and the Chairmen for 1965 of the International Committees on Key Clubs and Circle K Clubs be invited to attend the conference as resource persons.

Voted, that this recommendation be adopted.

Recommendation 7. That the cooperative effort of the Board Committees on Program Development and Leadership and Council and their sharing budgeted monies for the furtherance of the presentation of Theme, Objectives, and Programs, as well as for the betterment of Leadership Training, be approved.

Voted, that this recommendation be adopted.

Report received.

Membership Development

Chairman Reed presented the report of the committee. This is attached as Exhibit #7.

Recommendation 1. That the attendance requirement for the Citation of Service program be amended to allow the use of any six individual months during the year 1965.

Voted, that this recommendation be adopted.

Recommendation 2. That all districts be encouraged to try the plan of Past Governors' assignment to clubs below twenty-five.

Voted, that this recommendation be adopted.

Recommendation 3. That the idea of usage of the white plastic "Q" as described in the body of this report be approved with final approval as to design by the Executive Committee in September.

Voted, that this recommendation be adopted.

Recommendation 4. That the proposal to allow attendance credit at other service clubs be disapproved.

Voted, that this recommendation be adopted.

Report received.

Program Development

Chairman Weber presented the report of the committee. This is attached as Exhibit #8.

Recommendation 1. That the Theme and Objectives for 1966, Exhibit A of this report, be adopted.

Voted, that this recommendation be adopted.

Recommendation 2. Subject to approval of the Membership Development Committee and the Property and Supplies Committee, adoption of a new "Membership Card Folder" to replace present cards.

Voted, that this recommendation be adopted. (See report of Committee on Property and Supplies)

Recommendation 3. We adopt "The Freedom Leadership Program" as the name for our former Heritage Program.

Voted, that this recommendation be adopted.

Recommendation 4. We complete the work manual and have some ready for distribution at Council and following that to the club presidents for 1966.

Voted, that this recommendation be adopted.

Recommendation 5. Adoption and printing of 10,000 copies of "Freedom and You," with funds not exceeding \$2,000.00 to come from departmental budget, if necessary.

Voted, that this recommendation be adopted.

Recommendation 6. That Richard S. Gillis of Richmond, Virginia, a member of the 1966 Committee on Public and Business Affairs for the U.S., represent Kiwanis International as an observer at the National Conference on Citizenship in Washington, D.C., September 15-18, 1965.

Voted, that this recommendation be adopted.

Recommendation 7. We add the materials of the National Association of Mental Health Exhibit to our available Public and Business Affairs Committee Bibliography.

Voted, that this recommendation be adopted.

Report received.

Property and Supplies

Chairman Ryder presented the report of the committee. This is attached as Exhibit #9.

Recommendation 1. A maximum of \$4,900.00 be provided for the installation of an additional air conditioning unit for the Data Processing Department.

Voted, that this recommendation be adopted subject to the approval of the Finance Committee. (See report of Finance Committee)

Recommendation 2. That \$1,140.00 be provided for the installation of Thermopane windows for the Data Processing Department.

Voted, that this recommendation be adopted subject to the approval of the Finance Committee. (See report of Finance Committee)

Recommendation 3. An annual reserve account of \$10,000.00 be set up in the 1966 budget for depreciation and maintenance of the General Office Building.

Referred to the Finance Committee.

Recommendation 4. Each Official Representative to District Conventions be provided with three appropriate Golden Anniversary gifts for ladies and three for men, to be presented to District Officers on the occasion of their visit. It is further recommended that these items be gift wrapped and in the hands of the Board members before the end of this Board Meeting.

Voted, that this recommendation be adopted.

Recommendation 5. A budget increase of \$6,572.00 be made to the "I-92 - Sales Advertising" Account to cover additional promotion of the Golden Anniversary sales items.

Referred to the Finance Committee.

Recommendation 6. A budget increase of \$10,000.00 be made to the "I-4 - Postage/Express" Account to cover the cost of shipping, due to increased sales.

Referred to the Finance Committee.

Recommendation 7. The 1965 Budget for Gross Profit on Sales be increased from \$270,000.00 to \$286,572.00 to cover the recommendations under items 5 and 6.

Referred to Finance Committee.

Recommendation 8. The C-2 membership card be redesigned as indicated in the body of this report and submitted to the Board for its approval at the next meeting.

Voted, that this recommendation be adopted. (See report of Board Committee on Program Development)

Voted, that the existing supply of permanent membership cards be destroyed.

Report received.

Publications and Advertising

Chairman Putnam presented the report of the committee. This is attached as Exhibit #10.

Recommendation 1. Competitive bids on the printing of The Kiwanis Magazine be secured.

Voted, that this recommendation be adopted.

Recommendation 2. That the services of Starch Reports be employed for a two-year period.

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

Report received.

Public Relations

Chairman Moylan presented the report of the committee. This is attached as Exhibit #11.

Recommendation 1. That a suitable letter be sent to Kiwanian Don Barbour of Orlando, Florida, commending him for his action in New York in connection with the arresting of a man who stabbed another person on the street.

Voted, that this recommendation be adopted.

It was suggested that consideration be given to Kiwanis' making an award in recognition of individuals, both Kiwanians and on the national

scene, who perform outstanding acts of heroism and good citizenship in accordance with the principles for which Kiwanis stands.

Referred to Board Committee on Leadership and Council for study and recommendation.

Report received.

Sponsored Youth Organizations

Chairman Willis presented the report of the committee. This is attached as Exhibit #12.

Recommendation 1. That Robert F. Lucas be appointed Director of Key Clubs.

Voted, that this recommendation be adopted.

Recommendation 2. That the names of graduating Key Club members not be supplied by the General Office but that the districts could do so if they desired.

Voted, that this recommendation be adopted.

Recommendation 3. That the dates of the 1966 Key Club Convention in Chicago be changed to June 26-29.

Voted, that this recommendation be adopted and forwarded to the Board of Key Club International for their consideration.

Recommendation 4. That the practice of mailings to Circle K faculty advisers from the General Office be discontinued and such mailings be made only on request.

Voted, that this recommendation be adopted.

Recommendation 5. That the Circle K District of Montana be approved.

Voted, that this recommendation be adopted.

Recommendation 6. That the host expenses of the District Chairmen of Key Clubs and Circle K be divided between Key Club and Circle K and that Circle K be subsidized by Kiwanis International if necessary.

Voted, that the expenses involved for District Chairmen of Key Clubs and Circle K at the training conference in Chicago be paid by Kiwanis International.

Report received.

Report on Key Club Convention

Trustee Weber presented a report on the 22nd Annual Convention of Key Club International, which he attended as the official Board representative of Kiwanis International. This is attached as Exhibit 12-A.

Laws and Policies

Chairman Bartlett presented the report of the committee. This is attached as Exhibit #13.

Recommendation 1. We reaffirm our belief in Article XV, Section 1, of the

Constitution, and recommend that no change be proposed in this article and section.

Voted, that this recommendation be adopted.

Report received.

11. Report of Special Committee on Presidential Travel

Chairman Stout presented the report of this committee. It is attached as Exhibit #14.

Recommendation 1. That adequate time be spent on administrative direction in the General Office.

Voted, that this recommendation be adopted.

Recommendation 2. That visitation be limited to not more than sixty visits (see tentative suggested schedule, Exhibit A) based on member population of District, area, and number of clubs with a margin left for distressed or troubled areas.

Voted, that this recommendation be adopted.

Recommendation 3. That the use of regional conferences be held within the budget. Further, that all visitations be made for the purpose of training and administration rather than purely of a social nature.

Voted, that this recommendation be adopted.

Recommendation 4. That scheduling of Presidential visitations be done by the General Office.

Voted, that this recommendation be adopted.

Recommendation 5. That the budget for International extension include monies for all visitations by the President or his designated representative to International clubs or their conferences, and that only this budget be used for such travel.

Voted, that this recommendation be adopted.

Recommendation 6. That the matter of secretarial services for the President in the General Office be referred to the Board Committee on Administration and Structure, since this matter seems to be beyond the scope of this special committee.

Voted, that this recommendation be adopted and referred to the Board Committee on Administration and Structure.

Recommendation 7. That the training of the Governors emphasize the administrative visits so that each Governor will be aware that he is to make only one visitation to each division, reduce special events visits to a minimum, and permit his lieutenant governors to be the leaders in their respective divisions; further, that the lieutenant governors report only their three

official visitations and stress other visits to clubs to be made for administrative purposes. Since this is again beyond the committee's scope, we refer this to the Board Committee on Administration and Structure.

Voted, that this recommendation be adopted and referred to the Board Committee on Administration and Structure.

Recommendation 8. That the General Policies accepted by the Board in this and the other two reports of this committee be placed in proper form by the Laws and Policies Committee.

Voted, that this recommendation be adopted and referred to the Board Committee on Laws and Policies.

Report received.

President Keefe announced that the committee had fulfilled its functions, and was now discharged.

12. Report of Treasurer

Treasurer Jetty presented his report. This is attached as Exhibit #15.

Report received.

13. Report of Finance Committee

Chairman Heimbaugh presented the report of the committee. This is attached as Exhibit #16.

Recommendation 1. The Board Committees on Administration and Structure and Leadership and Council consider changes in our printed matter as mentioned in the body of this report, and that this Committee on Finance retain the matter for further study and recommendation.

Voted, that this recommendation be referred to the Committees on Administration and Structure and Leadership and Council, and that it also be retained by the Committee on Finance.

Recommendation 2. The accounts receivable listed in the body of this report totaling \$73.00 be written off.

Voted, that this recommendation be adopted.

Recommendation 3. The recommendation from Jim Putnam concerning the increasing of the contingency expense be considered at a later date when funds are available.

Voted, that this recommendation be adopted.

Recommendation 4. The policy changes listed in the body of this report be referred to the Board Committee on Laws and Policies for their consideration.

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

Recommendation 5. The financial policy for seven cents per mile for use of automobiles not be increased at this time.

Voted, that this recommendation be adopted.

Supplementary Recommendation. That the recommendation from the Board Committee on Property and Supplies, approved at this meeting and referred to this committee, concerning the installation of the air conditioning and thermopane glass in the IBM room at a maximum cost of \$4,900 for air conditioning and \$1,140 for the thermopane glass, be approved.

Voted, that this recommendation be adopted.

14. Confirmation of Action Taken Prior to August 1

By direction of the President a resolution was submitted to members of the Board by mail dated August 1, 1965 and approved as follows:

BE IT HEREBY RESOLVED, that the recessed meeting of the Board of Trustees of Kiwanis International called on July 30, 1965 be adjourned as of 12:00 o'clock noon of August 1, 1965, and that all acts of the Board of Trustees of Kiwanis International at said meeting involving the agenda of said meeting as attached as Exhibit 1 of this Resolution be hereby approved and fully ratified.

15. Next Meeting of Executive Committee

It was indicated that the meeting of the Executive Committee would convene at 2:00 P.M. on September 17, with the Finance Committee meeting on the morning of the 17th.

16. Next Meeting of Board

The next meeting of the Board is scheduled to convene at 7:30 P.M. on October 13, with Board Committees meeting on the 13th and 14th, and the Board reconvening in general session on the 15th.

Adjournment

MESSAGE OF THE PRESIDENT

Exhibit #1

TO THE

INTERNATIONAL BOARD OF TRUSTEES

July 28, 1965

As we open this first meeting of the Board of Trustees of Kiwanis International for the administrative year 1965-66, it is a distinct pleasure to welcome Steve Alford, Derral Clark, Harry Himmel, and Walter Howell as new members of the Board of Trustees. I know that I speak also for each of you, who has served on the Board in prior years, in extending the warmest of welcomes. All of us hope that each of you will enjoy the rich satisfaction of service which can come to members of this Board.

The year 1965-66 will be an important one in Kiwanis history. As we move out from the umbrella of the Golden Anniversary celebration and begin to move into the first year of Kiwanis' second half century, what we do on this Board and in the programs of service developed by our International committees can very well determine the prestige and the future path of Kiwanis International. It would seem to me, then, that this must be more than a mere year of transacting the traditional and customary business of the Board of Trustees. It would seem that a certain amount of inspiration, creativity, and vision needs to become a part of the practical reality of Board deliberations and planning. Certainly, while no one would question the fact that the actual impact which Kiwanis makes is at the club level, the fact still remains that many club level operations are determined largely by the quality and the intensity of inspiration which they receive from International sources. I think, then, that we on this Board have a unique privilege as we enter into this second half of a century, and have also a very real and challenging opportunity to give Kiwanis new stature and new strength. I would hope for each of us that this year can be an exciting adventure in progress.

At the previous meeting of the Board held in New York City, a special committee reported upon presidential travel. The recommendations of this committee, adopted by the Board, are ones with which I am entirely in accord. Certainly, the reaction of the 1965 District Governors at their luncheon meeting during the International Convention indicates their strong approval of the position taken by this special committee and adopted by the Board. I would hope that the Board, through its committees, might further explore the possibility of educating our 30 Districts in the need for more administration and less visitation on the part not only of District Governors, but also on the part of District Lieutenant Governors.

Over the years, an unfortunate competition has developed among Governors in certain Districts and also among many Lieutenant Governors to see who could visit the most clubs during his administrative year. In the larger Districts especially, such competition has resulted in the Governor spending almost an entire year away from his business and in making upwards of 150, 200, or even 250 different visits to clubs or divisions. Coincidentally, competition on the part of Lieutenant Governors related to their predecessors has caused some men to make as many as eight to ten visits to each of the clubs in their divisions. Furthermore, in at least one case of which we have knowledge, the criteria for the "Outstanding Lieutenant Governor" award was the number of clubs he visited. It made no mention whatsoever of the quality of administrative service he rendered to the clubs of his division.

Such a trend as that existing now in the matter of Governor visitations and Lieutenant Governor visitations is increasingly self-defeating. Kiwanis leadership over the years ahead can very well suffer materially from such practices. By allowing such precedence to be given to travel, we are eliminating from Kiwanis office the active business man and executive we must have if we are to have an organization which will attract like business leaders in our towns and cities. Equally important, however, is the fact that too much time spent on mere visitation can very well leave no time left for the fundamental obligation of the Governor or the Lieutenant Governor which is to be the administrative head of his unit.

With regard to presidential travel this year, I hope to put into effect two innovations which seem to me to have merit. One of these would be to use each official visit of the President as not merely a social operation, but to make it a part of the continuing educational process of Kiwanis leadership. To this end, I would hope that in each District visited, the Governor would arrange for the Lieutenant Governors of the region near the place in which visitation will be made to come in for at least an afternoon of conference and discussion with the President, the Governor, and the District Secretary. Such plans would certainly not interfere with the traditional meetings which we now have.

The training of District Governors for all practical intents and purposes falls into two periods. One of these is the International Council and the other is the International Convention - although the second is minor by comparison. After the Governor leaves the International Council and until such time as the International President or an official representative may be in his District, he has no direct personal contact many times with on-going program of Kiwanis. Certainly, after the Governor has actually taken office and had several weeks to find out how things are going, what problems he has, and what questions have developed in his mind, his need to seek specific help with problems, promotions, and proposed plans is such as to make a personalized training conference of great value to him. It would also have tremendous value to Kiwanis in further and personal promotions of goals and emphases.

I propose during 1966, at some time in the late winter or early spring, to hold a series of regional conferences with the District Governors and District Secretaries. These regional conferences would be five or six in number, last one full day, and be so located that the travel from the home of the various District Governors into a central meeting point would not be excessive. Such one day meetings would have a definite agenda and outlined objectives. In addition to the President attending such a meeting, a member of the Chicago staff should also be present.

One of the important jobs which each member of this Board of Trustees will face this fall is to create the climate of acceptance for the program which we now call The Heritage of Freedom. In other words, the major responsibility at each District Convention appearance should be the presentation of background to the need for such a program and perhaps also of the philosophy which Kiwanis will use in developing it. I am sure you will hear more about this from the Board Committee on Program Development when that committee makes its report. Let me say, however, that I feel this will be one of the most important services that you can render to Kiwanis as an official representative of the Board to the Districts assigned to you.

Four years ago in Toronto the delegate body by a slim margin directed the Board of Trustees to proceed with what was then referred to as foreign extension and to do so with "due safeguards." In the minds of many Kiwanians there is growing concern whether the second part of this action has received attention equal to that given the first. Certainly, the handling of the Metz, France, Club would indicate the need for more specific procedures and more accurately pinpointed responsibility. The time has come, I believe, when building of clubs outside the original federation should cease to be looked upon as an exciting adventure and be looked upon as a business operation and planned for as such.

Therefore, it would seem logical that the Board Committee on Extension begin now to develop the detailed operational plans by which the "Federation Plan" adopted in principle last year shall have substance and be ready for implementation when the first area qualifies for the formation of a separate federation.

"Due Safeguards" implies something more than the impromptu formation of new clubs in international extension which we now have. It implies that we will proceed in the manner which will give Kiwanis the maximum of orderly and sound growth in those areas. Thus far it seems that we have had to temper our procedures by a lack of funds available for diversion to international extension. It would seem that the Extension Committee should prepare an optimum proposal which would assure that Kiwanis be able to take full advantage of the growth potential yet which would also assure that such growth be planned and controlled. Such a plan might well call for the establishment of a new department with a separate budget in the General Office. Certainly, it is open to question whether it is logical to be more casual in formation of clubs outside the United States and Canada than we are those within our borders.

Perhaps what I am saying is that the time has come to stop playing extension by ear, to determine the best way to proceed, and to secure funds adequate to permit us to go that way. At the luncheon of 1965 Governors in New York, I explored this area with them, and asked what they thought the reaction would be to a dues raise to permit us to do an efficient job of international extension. They unanimously, I believe, agreed that a proposed dues raise with the basis for its need adequately documented would be approved by the delegate body.

The Board Committee on Laws, Policies, and Structure has one of the most demanding agendas each meeting of any of the committees. It is hard pressed to cover the matters referred to it by committee or Board action. It is an admitted fact that the committee has no time to devote to the matter of "structure." Yet structure must be an important responsibility of this Board. Therefore, I propose to remove this responsibility from the LP&S Committee and to add it to the present Committee on Administration, creating thereby a new committee called Administration and Structure. Functions of the Board Committee on Special Club Services would also be assigned to this committee, and the Special Club Services Committee terminated.

The attendance record of certain of our larger clubs warrants study by the Board of Trustees. If the club meeting is the heart of Kiwanis, what is the future of clubs which have only a small fraction of their membership in attendance. How can a club of, say, 200 members attract top quality community leadership to its ranks if its turnout for meetings is 50 or 60? I have visited several of our downtown clubs in major cities during the past two years. Some have

excellent attendance but others turn out so few that a visitor must feel depressed, must feel that Kiwanis is insignificant in that community. You and I have heard most of the explanations for non-attendance. The one question those explanations do not answer is why a competing service club in the same city usually has excellent attendance. What is wrong? perhaps an effort by the Board to discover the answer is long overdue.

You will recall from the post convention meeting of the Board in New York that the following members of the Board have been appointed to the Executive Committee: Keefe, Chairman; Heimbaugh, Jetty, Moler, Moylan, Reed and Willis and that the following have been named to the Finance Committee: Heimbaugh, Chairman; Jetty, and Reed. Later in this report I shall ask approval of this Board for the Finance Committee and action to authorize the Executive Committee to function in the name of the Board when the Board is not in session.

During the past six years at least certain chairmen of Board committees have personally written the report of their committee meeting. Others have turned this responsibility over to the staff man assigned to their committee. It has always been my opinion that the report is the responsibility of the committee chairman. Consequently, I ask the Board that beginning with this meeting each committee chairman prepare the written report of the deliberations and action by his committee.

In the interest of conserving time during sessions of the Board, hereafter I shall prepare the message of the president in advance, have it duplicated, and mailed to each member of the Board prior to time of departure from your home for the meeting. In addition to saving time, I would hope that you would have opportunity to digest that report prior to the convening of the Board session and thereby be able to give more thoughtful response when recommendations are considered during the meeting. Unforeseen circumstances may, of course, require an addendum to the original draft of the message which would not permit advance mailing and require presentation at the time of the meeting itself.

Therefore I recommend:

1. That the Board approve, subject to review by the committee hereafter referred to as the Board Committee on Laws and Policies, the following modifications in Board committee structure: Laws, Policies, and Structure to become Laws and Policies, Administration to become Administration and Structure, functions of the Special Services Committee to be transferred to the Committee on Membership Development, Special Committee on Presidential Travel to terminate with the end of this meeting and its functions to be absorbed by the Committee on Administration and Structure.
2. That the composition of the Finance Committee as set forth in the body of this report be approved.
3. That the composition of the Executive Committee as set forth in the body of this report be approved.
4. That the Board Committee on Administration and Structure and the Committee on Leadership and Council study the matter of excessive travel and visitation by district officers and make recommendations to this Board concerning

a proper balance between visitations and administration on the part of such officers and concerning a method to educate said district officers in the need to curtail excessive travel and place greater emphasis on administration.

5. That the Board Committees on Leadership and Council and Program Development develop appropriate guidelines and materials for use by International Representatives to district conventions in promoting the "Heritage of Freedom" program, and that such guidelines and materials be included in their reports for this meeting.
6. That the Board Committee on Extension prepare detailed procedures for the operation and formation of separate federations in International Extension.
7. That the Board Committee on International Extension develop a proposal concerning the administration, financing, and promotion necessary to afford optimum safeguards and efficiency in all aspects of International Extension.

EDWARD C. KEEFE
1965 International President

Oklahoma City, Oklahoma

EDWARD C. KEEFE

Classification: Executive Director, College Foundation

Offices Held

District

Lieutenant Governor, 1952
Governor, 1954
Immediate Past Governor, 1955

International

Trustee, 1959-60, 1960-61, 1961-62, 1962-63
Treasurer, 1963-64
President-Elect, 1964-65
President, 1965-66

Committee Appointments

International

Boys and Girls Work, 1956
Public and Business Affairs-United States, 1957
Key Clubs, (Chairman) 1958
Golden Anniversary, (Special) 1963, 1964, 1965

Board Committees

Executive, 1963-64, 1964-65, (Chairman) 1965-66
Finance, 1963-64
Attendance and Membership, 1959-60
Key Clubs, (Chairman) 1959-60
Laws and Regulations, 1959-60
Administration, 1960-61, 1961-62
Laws, Policies, and Structure, 1960-61
Sponsored Youth Organizations, (Chairman) 1960-61
Programs, 1961-62
Program Development, 1962-63
Publications and Advertising, (Chairman) 1961-62, 1962-63
Leadership and Council, (Chairman) 1962-63, 1963-64
Convention, 1963-64
Golden Anniversary, 1963-64, (Chairman) 1964-65

Counselor to International Committees

Key Clubs, 1959-60
Circle K Clubs, 1960-61
Kiwanis Education, Fellowship, and Inter-Club Relations, 1962-63
Public and Business Affairs-United States, 1964-65

Counselor to Districts

Texas-Oklahoma, 1959-60, 1960-61, 1961-62, 1962-63, 1963-64, 1964-65, 1965-66
Kansas, 1960-61
Minnesota-Dakotas, 1961-62
Nebraska-Iowa, 1962-63
Missouri-Arkansas, 1963-64

Official Representative to District Conventions

Southwest, 1959
Michigan, 1960
Capital, 1960
Montana, 1961
New York, 1961
Pacific Northwest, 1962
Indiana, 1963
California-Nevada-Hawaii, 1963
Wisconsin-Upper Michigan, 1964
Kentucky-Tennessee, 1964
Florida, 1965
Georgia, 1965

Marietta, Georgia

DR. R. GLENN REED, JR.

Classification: Oral Surgeon

Offices Held

District

Lieutenant Governor, 1955
District Treasurer, 1956
Governor, 1957
Immediate Past Governor, 1958

International

Trustee, 1959-60, 1960-61, 1961-62, 1962-63
Vice-President, 1963-64, 1964-65
President-Elect, 1965-66

Committee Appointments

International

New Club Building-United States, 1956
Attendance and Membership, (Chairman) 1959
Membership Study, (Special) 1960
Golden Anniversary, (Special) 1965

Board Committees

Executive 1963-64, 1964-65, 1965-66
Finance, 1963-64, 1965-66
Attendance and Membership, (Chairman) 1959-60
Field Service, 1959-60
Public Relations, 1959-60, 1961-62, 1965-66
Kiwanis Foundation, 1960-61
Membership Development, (Chairman) 1960-61, (Chairman) 1965-66
Programs, 1960-61, (Chairman) 1961-62
Program Development, 1962-63
Sponsored Youth Organizations, 1961-62
Laws, Policies, and Structure, (Chairman) 1962-63, 1963-64
Leadership and Council, 1962-63
Extension, (Chairman) 1963-64
Convention, (Chairman) 1964-65
Golden Anniversary, 1964-65
Publications and Advertising, 1964-65

Counselor to International Committees

Attendance and Membership, 1959-60, 1960-61
Key Clubs, 1961-62
Achievement Reports, 1962-63
Public and Business Affairs-United States, 1963-64
Kiwanis Education and Attendance, 1964-65

Counselor to Districts

Georgia, 1959-60, 1960-61, 1961-62, 1962-63, 1963-64, 1964-65
Pennsylvania, 1960-61
New England, 1961-62
Louisiana-Mississippi-West Tennessee, 1962-63
Indiana, 1963-64
Carolinas, 1965-66
Georgia, 1965-66

Official Representative to District Conventions

Rocky Mountain, 1959
Indiana, 1960
Kansas, 1960
Wisconsin-Upper Michigan, 1961
West Virginia, 1961
New York, 1962
Ohio, 1962
Texas-Oklahoma, 1963
Pacific Northwest, 1964
Alabama, 1965
Western Canada, 1965
Michigan, 1965

Miami, Florida

EDWARD B. MOYLAN, JR.

Classification: Real Estate, General Brokerage

Offices Held

District

Lieutenant Governor, 1955
Governor, 1957
Immediate Past Governor, 1958

International

Trustee, 1958-59, 1959-60, 1960-61, 1961-62
Treasurer, 1962-63
President-Elect, 1963-64
President, 1964-65
Immediate Past President, 1965-66

Committee Appointments

International

Public and Business Affairs-United States, (Chairman) 1956
Resolutions, (Chairman) 1958, 1959, 1964
Golden Anniversary, (Special) 1964
Past International Presidents 1966

Board Committees

Executive, 1962-63, 1963-64, (Chairman) 1964-65, 1965-66
Finance, 1962-63
Convention, 1958-59, (Chairman) 1959-60
Key Clubs, (Chairman) 1958-59, 1959-60
Records and Service, 1958-59
Field Service, 1959-60
Administration, (Chairman) 1960-61
International Relations, 1960-61, 1961-62
Public Relations, 1960-61, (Chairman) 1965-66
Convention and Council, 1961-62
Sponsored Youth Organizations, (Chairman) 1961-62
Kiwanis Foundation, (Chairman) 1962-63
Golden Anniversary, 1963-64, 1964-65
Membership Development, 1963-64
Program Development, 1963-64
Property and Supplies, 1963-64
Extension, 1965-66
Publications and Advertising, 1965-66

Counselor to International Committees

Key Clubs, 1958-59
Inter-Club Relations, 1959-60
New Club Building, 1960-61
Public and Business Affairs-U.S., 1961-62
Programs and Music, 1965-66

Counselor to Districts

Florida, 1958-59, 1959-60, 1960-61, 1961-62, 1962-63, 1963-64, 1964-65, 1965-66
Kentucky-Tennessee, 1959-60
Louisiana-Mississippi-West Tennessee, 1960-61
Ohio, 1961-62
Illinois-Eastern Iowa, 1962-63
New Jersey, 1963-64
Capital, 1965-66

Official Representative to District Conventions

Georgia, 1958
Utah-Idaho, 1959
Louisiana-Mississippi-West Tennessee, 1959
Pennsylvania, 1960
Western Canada, 1960
New England, 1961
Nebraska-Iowa, 1961
Rocky Mountain, 1962
Carolinas, 1962
Capital, 1963
Kansas, 1963
Ontario-Quebec-Maritime, 1964
Southwest, 1965

Peterborough, Ontario

WALTER H. HOWELL, Q.C.

Classification: Barrister

Offices Held

District

Lieutenant Governor, 1954
Governor, 1955
Immediate Past Governor, 1956

International

Vice-President, 1965-66

Committee Appointments

International

New Club Building-Canada, 1956
Public and Business Affairs-Canada, (Chairman) 1957
Key Clubs, 1959, 1961

Board Committees

Program Development, 1965-66
Property and Supplies, 1965-66
Publications and Advertising, 1965-66

Counselor to International Committees

Public and Business Affairs-Canada, 1965-66

Counselor to Districts

Ontario-Quebec-Maritime, 1965-66

Official Representative to District Conventions

Kentucky-Tennessee, 1965

Charles Town, West Virginia

JAMES M. MOLER

Classification: Banker and Educator

Offices Held

District

Lieutenant Governor, 1949
District Treasurer, 1954
Governor, 1956
Immediate Past Governor, 1957

International

Trustee, 1961-62, 1962-63, 1963-64, 1964-65
Vice-President, 1965-66

Committee Appointments

International

Boys and Girls Work, (Chairman) 1958
Vocational Guidance, 1959, (Chairman) 1960
Golden Anniversary, (Special) 1963, 1964, 1965

Board Committees

Executive, 1965-66
Leadership, 1961-62
Membership Development, 1961-62, 1964-65
Program Development, 1962-63
Public Relations, (Chairman) 1962-63
Property and Supplies, 1963-64, (Chairman) 1964-65
Sponsored Youth Organizations, (Chairman) 1963-64, 1965-66
Golden Anniversary, 1963-64, 1964-65
Special Club Services, 1964-65
Administration and Structure, 1965-66
Extension, (Chairman) 1965-66
Leadership and Council, 1965-66

Counselor to International Committees

Boys and Girls Work, 1961-62
Vocational Guidance, 1962-63
Circle K Clubs, 1963-64
Agriculture and Conservation, 1964-65
International Relations, 1965-66

Counselor to Districts

West Virginia, 1961-62, 1962-63, 1963-64, 1964-65, 1965-66
Montana, 1962-63
Capital, 1963-64
Carolinas, 1964-65
Missouri-Arkansas, 1965-66

Official Representative to District Conventions

Alabama, 1961
Florida, 1962
Michigan, 1962
Wisconsin-Upper Michigan, 1963
Georgia, 1964
New Jersey, 1964
Minnesota-Dakotas, 1965
Montana, 1965

Saint Marys, Pennsylvania

MARSHALL E. JETTY

Classification: Pressed Metals Manufacturer

Offices Held

District

Lieutenant Governor, 1953, 1954
Governor, 1959
Immediate Past Governor, 1960

International

Trustee, 1961-62, 1962-63, 1963-64, 1964-65
Treasurer, 1965-66

Committee Appointments

International

Inter-Club Relations, 1961

Board Committees

Executive, 1963-64, 1964-65, 1965-66
Finance, (Chairman) 1963-64, (Chairman) 1964-65, 1965-66
Kiwanis Foundation, 1961-62
Membership Development, 1961-62, 1963-64
Property and Supplies, (Chairman) 1962-63
Sponsored Youth Organizations, 1962-63
Building Emblem, (Chairman) 1962-63
Study Appointment of New International Secretary, 1962-63
Administration, 1964-65
Publications and Advertising, 1964-65
Convention, (Chairman) 1965-66
Extension, 1965-66

Counselor to International Committees

New Club Building, 1961-62
Circle K Clubs, 1962-63
Attendance and Membership, 1963-64
Inter-Club Relations and Fellowship, 1964-65
Vocational Guidance, 1965-66

Counselor to Districts

Pennsylvania, 1961-62, 1962-63, 1963-64, 1964-65, 1965-66
Ohio, 1962-63
New York, 1963-64
Illinois-Eastern Iowa, 1964-65
Montana, 1965-66

Official Representative to District Conventions

Southwest, 1961
Alabama, 1962
New England, 1962
Minnesota-Dakotas, 1963
Ontario-Quebec-Maritime, 1963
Western Canada, 1964
Michigan, 1964
Ohio, 1965
Texas-Oklahoma, 1965

Baton Rouge, Louisiana

STEVE A. ALFORD, JR.

Classification: Attorney

Offices Held

District

Lieutenant Governor, 1958
Governor, 1962
Immediate Past Governor, 1963

International

Trustee, 1965-66, 1966-67

Committee Appointments

International

Kiwanis Education, Fellowship and Inter-Club Relations, (Chairman) 1964
Inter-Club Relations and Fellowship, (Chairman) 1965

Board Committees

Extension, 1965-66
Laws and Policies, 1965-66
Publications and Advertising, 1965-66

Counselor to International Committees

Support of Churches in Their Spiritual Aims, 1965-66

Counselor to Districts

Louisiana-Mississippi-West Tennessee, 1965-66

Official Representative to District Conventions

Rocky Mountain, 1965

Algona, Iowa

WES H. BARTLETT

Classification: Furniture

Offices Held

District

Lieutenant Governor, 1951
Governor, 1953
Immediate Past Governor, 1954

International

Trustee, 1964-65, 1965-66

Committee Appointments

International

Permanent Home, (Special) 1954
New Club Building-United States, 1955, (Chairman) 1956

Board Committees

Membership Development, 1964-65
Sponsored Youth Organizations, 1964-65
Extension, 1965-66
Laws and Policies, (Chairman) 1965-66
Program Development, 1965-66

Counselor to International Committees

Vocational Guidance, 1964-65
Boys and Girls Work, 1965-66

Counselor to Districts

Nebraska-Iowa, 1964-65, 1965-66
Southwest, 1965-66

Official Representative to District Conventions

Capital, 1964
Illinois-Eastern Iowa, 1965
Missouri-Arkansas, 1965

Central Wauwatosa, Wisconsin

DERRAL L. CLARK

Classification: Associations Trade Executive Secretary

Offices Held

District

Lieutenant Governor, 1953
Governor, 1958
Immediate Past Governor, 1959

International

Trustee, 1965-66, 1966-67

Committee Appointments

International

Programs and Music, (Chairman) 1956
Attendance and Membership, (Chairman) 1960
Membership Study, (Special) 1960
Public and Business Affairs-United States, (Chairman) 1962
Vocational Guidance, 1963

Board Committees

Membership Development, 1965-66
Program Development, 1965-66
Property and Supplies, 1965-66
Sponsored Youth Organizations, 1965-66

Counselor to International Committees

Circle K Clubs, 1965-66

Counselor to Districts

Wisconsin-Upper Michigan, 1965-66

Official Representative to District Conventions

Capital, 1965

Centreville, Alabama

NELSON O. FULLER

Classification: Attorney

Offices Held

District

Lieutenant Governor, 1951
Governor, 1952
Immediate Past Governor, 1953

International

Trustee, 1962-63, 1963-64, 1964-65, 1965-66

Committee Appointments

International

Inter-Club Relations, 1954, 1955
Permanent Home, (Special) 1954
Resolutions, (Chairman) 1956
Support of Churches in Their Spiritual Aims, (Chairman) 1959

Board Committees

Laws, Policies, and Structure, 1962-63, (Chairman) 1963-64
Leadership and Council, 1962-63, 1964-65
Sponsored Youth Organizations, 1963-64, 1964-65
Administration, (Chairman) 1964-65
Laws and Policies, 1965-66
Public Relations, 1965-66

Counselor to International Committees

Programs and Music, 1962-63
Support of Churches in Their Spiritual Aims, 1963-64
Key Clubs, 1964-65

Counselor to Districts

Alabama, 1962-63, 1963-64, 1964-65, 1965-66
Louisiana-Mississippi-West Tennessee, 1963-64
Missouri-Arkansas, 1964-65

Nelson O. Fuller (Continued)

- 2 -

Official Representative to District Conventions

West Virginia, 1962

Florida, 1963

Carolinas, 1963

Missouri-Arkansas, 1964

~~Nebraska-Iowa, 1965~~

West Hollywood, California

HAROLD M. HEIMBAUGH

Classification: Attorney

Offices Held

District

Lieutenant Governor, 1951
Governor, 1955
Immediate Past Governor, 1956

International

Trustee, 1962-63, 1963-64, 1964-65, 1965-66

Committee Appointments

International

Attendance and Membership, 1956
Public and Business Affairs-United States, (Chairman) 1957
Resolutions, 1959, 1965
Boys and Girls Work, (Chairman) 1962
Golden Anniversary, (Special) 1965

Board Committees

Executive, 1965-66
Finance, (Chairman) 1965-66
Convention, 1962-63, (Chairman) 1963-64, 1964-65, 1965-66
Laws, Policies, and Structure, 1962-63, 1963-64, (Chairman) 1964-65
Study Appointment of New International Secretary, 1962-63
Golden Anniversary, 1964-65
Program Development, 1964-65
Laws and Policies, 1965-66

Counselor to International Committees

Boys and Girls Work, 1962-63, 1963-64
Membership Development, 1965-66

Counselor to Districts

California-Nevada-Hawaii, 1962-63, 1963-64, 1964-65, 1965-66
Pacific Northwest, 1963-64
Southwest, 1964-65
~~Utah-Idaho, 1965-66~~
Illinois-Eastern Iowa, 1965-66

Official Representative to District Conventions

Montana, 1962
Utah-Idaho, 1962
Rocky Mountain, 1963
Louisiana-Mississippi-West Tennessee, 1963
Southwest, 1964
Ohio, 1964
New England, 1965
Ontario-Quebec-Maritime, 1965

Englewood, Chicago, Illinois

HARRY S. HIMMEL

Classification: Furrier

Offices Held

District

Lieutenant Governor, 1935
Secretary, 1937, 1938
Governor, 1941
Immediate Past Governor, 1942

International

Trustee, 1965-66, 1966-67

Committee Appointments

International

Resolutions, 1944
Underprivileged Child, 1954
Vocational Guidance, (Chairman) 1964

Board Committees

Administration and Structure, 1965-66
Leadership and Council, 1965-66
Membership Development, 1965-66

Counselor to International Committees

~~New Club Building, 1965-66~~

Counselor to Districts

~~Illinois-Eastern Iowa, 1965-66~~

Official Representative to District Conventions

~~Michigan, -1965~~

Capital City, Denver, Colorado

TED R. JOHNSON

Classification: Mortgage Banking

Offices Held

District

Lieutenant Governor, 1955
Governor, 1960
Immediate Past Governor, 1961

International

Trustee, 1962-63, 1963-64, 1964-65, 1965-66

Committee Appointments

International

Programs and Music, 1957
New Club Building, (Chairman) 1962

Board Committees

Membership Development, 1962-63, (Chairman) 1963-64
Public Relations, 1962-63
Convention, 1963-64, 1965-66
Extension, 1964-65
Leadership and Council, 1964-65, (Chairman) 1965-66
Program Development, (Chairman) 1964-65, 1965-66

Counselor to International Committees

New Club Building, 1962-63, 1963-64
International Relations, 1964-65
Achievement, 1965-66

Counselor to Districts

Rocky Mountain, 1962-63, 1963-64, 1964-65, 1965-66
Nebraska-Iowa, 1963-64
Pacific Northwest, 1964-65
Minnesota-Dakotas, 1965-66

Official Representative to District Conventions

Western Canada, 1962
West Virginia, 1963
Southwest, 1963
Minnesota-Dakotas, 1964
Louisiana-Mississippi-West Tennessee, 1964
California-Nevada-Hawaii, 1965
Carolinas, 1965

Hi-Noon, Emporia, Kansas

JAMES W. PUTNAM

Classification: Attorney

Offices Held

District

Lieutenant Governor, 1951
Governor, 1952
Immediate Past Governor, 1953

International

Trustee, 1963-64, 1964-65, 1965-66, 1966-67

Committee Appointments

International

Key Clubs, 1951
Resolutions, 1956
Public and Business Affairs-United States, 1955

Board Committees

Public Relations, 1963-64, (Chairman) 1964-65
Sponsored Youth Organizations, 1963-64, 1964-65, 1965-66
Laws, Policies, and Structure, 1964-65
Laws and Policies, 1965-66
Publications and Advertising, (Chairman) 1965-66

Counselor to International Committees

Key Clubs, 1963-64
Circle K Clubs, 1964-65
Agriculture and Conservation, 1965-66

Counselor to Districts

Kansas, 1963-64, 1964-65, 1965-66
Montana, 1964-65
Indiana, 1965-66

Official Representative to District Conventions

Kentucky-Tennessee, 1963

New York, 1964

Indiana, 1965

New Jersey, 1965

Brewer, Maine

CLAUDE L. RYDER

Classification: General Insurance Agency

Offices Held

District

Lieutenant Governor, 1951
Governor, 1954
Immediate Past Governor, 1955

International

Trustee, 1963-64, 1964-65, 1965-66, 1966-67

Committee Appointments

International

Attendance and Membership, 1955
Underprivileged Child, (Chairman) 1956
Public and Business Affairs-United States, 1960
Kiwanis Organization and Administration, (Special) 1961

Board Committees

Publications and Advertising, 1963-64, (Chairman) 1964-65
Extension, 1963-64
Administration, 1964-65
Special Club Services, 1964-65
Leadership and Council, 1965-66
Membership Development, 1965-66
Property and Supplies, (Chairman) 1965-66

Counselor to International Committees

Agriculture and Conservation, 1963-64
Programs and Music, 1964-65
Inter-Club Relations and Fellowship, 1965-66

Counselor to Districts

New England, 1963-64, 1964-65, 1965-66
New York, 1964-65
New Jersey, 1965-66

Official Representative to District Conventions

Missouri-Arkansas, 1963

Indiana, 1964

California-Nevada-Hawaii, 1964

Kansas, 1965

Wisconsin-Upper Michigan, 1965

Hilltop, Columbus, Ohio

PHILLIP V. STOUT

Classification: Attorney

Offices Held

District

Lieutenant Governor, 1952
Governor, 1959
Immediate Past Governor, 1960

International

Trustee, 1963-64, 1964-65, 1965-66, 1966-67

Committee Appointments

International

Resolutions, 1961
Kiwanis Education, Fellowship, and Inter-Club Relations, (Chairman) 1963

Board Committees

Administration, 1963-64
Leadership and Council, 1963-64, 1964-65
Laws, Policies, and Structure, 1964-65
Special Club Services, (Chairman) 1964-65
Administration and Structure, (Chairman) 1965-66
Property and Supplies, 1965-66
Publications and Advertising, 1965-66

Counselor to International Committees

Vocational Guidance, 1963-64
Boys and Girls Work, 1964-65
Kiwanis Education and Attendance, 1965-66

Counselor to Districts

Ohio, 1963-64, 1964-65, 1965-66
Louisiana-Mississippi-West Tennessee, 1964-65
New York, 1965-66

Phillip V. Stout (Continued)

- 2 -

Official Representative to District Conventions

Alabama, 1963
West Virginia, 1964
New England, 1964
Pennsylvania, 1965
Utah-Idaho, 1965

No. 1, Detroit, Michigan

ROBERT F. WEBER

Classification: Real Estate, Investments

Offices Held

District

Lieutenant Governor, 1949
Governor, 1950
Immediate Past Governor, 1951

International

Trustee, 1962-63, 1963-64, 1964-65, 1965-66

Committee Appointments

International

Public and Business Affairs-United States, 1949, 1952, (Chairman) 1953
Support of Churches in Their Spiritual Aims, 1954, (Chairman) 1962
Programs and Music, (Chairman) 1958
Golden Anniversary, (Special) 1964, 1965

Board Committees

Program Development, 1962-63, 1963-64, 1964-65, (Chairman) 1965-66
Publications and Advertising, 1962-63, (Chairman) 1963-64
Golden Anniversary, 1963-64, 1964-65
Convention, 1964-65
Leadership and Council, (Chairman) 1964-65, 1965-66
Extension, 1965-66

Counselor to International Committees

Support of Churches in Their Spiritual Aims, 1962-63, 1964-65
Programs and Music, 1963-64
Public and Business Affairs-United States, 1965-66

Counselor to Districts

Michigan, 1962-63, 1963-64, 1964-65, 1965-66
Wisconsin-Upper Michigan, 1963-64
Indiana, 1964-65
Kentucky-Tennessee, 1965-66

Official Representative to District Conventions

Ontario-Quebec-Maritime, 1962

Georgia, 1963

Pennsylvania, 1963

Texas-Oklahoma, 1964

Illinois-Eastern Iowa, 1964

Louisiana-Mississippi-West Tennessee, 1965

Pacific Northwest, 1965

East Kildonan, Winnipeg, Manitoba

JACK WILLIS

Classification: Plastic Goods

Offices Held

District

Lieutenant Governor, 1953
Governor, 1956
Immediate Past Governor, 1957
Secretary-Treasurer, 1958, 1959, 1960

International

Trustee, 1962-63, 1963-64, 1964-65, 1965-66

Committee Appointments

International

New Club Building-Canada, 1955
Public and Business Affairs-Canada, 1957, 1958, 1961

Board Committees

Executive, 1965-66
Administration, 1962-63, (Chairman) 1963-64
Property and Supplies, 1962-63, 1964-65
Public Relations, 1963-64, 1964-65
Extension, (Chairman) 1964-65
Administration and Structure, 1965-66
Membership Development, 1965-66
Sponsored Youth Organizations, (Chairman) 1965-66

Counselor to International Committees

Public and Business Affairs-Canada, 1962-63, 1963-64
New Club Building, 1964-65
Key Clubs, 1965-66

Counselor to Districts

Western Canada, 1962-63, 1963-64, 1964-65, 1965-66
Montana, 1963-64
Minnesota-Dakotas, 1964-65
Pacific Northwest, 1965-66

Official Representative to District Conventions

Kentucky-Tennessee, 1962

Michigan, 1963

Montana, 1963

Nebraska-Iowa, 1963

Alabama, 1964

Kansas, 1964

New York, 1965

West Virginia, 1965

REPORT OF THE SECRETARY
TO THE
INTERNATIONAL BOARD OF TRUSTEES

July 28, 1965

Scarcely three weeks ago the curtain came down on our Golden Anniversary convention. The memory will linger for yearsto come. The largest assembly of club delegates we have ever had was a fitting climax to our first half-century of Kiwanis service. Everyone of our 50 preceding administrations provided the inspiration and foundation for this historic experience. Under the warm and devoted leadership of President Moylan the New York proceedings quickened a sense of pride in the fellowship and accomplishments of Kiwanis and heightened our resolution as we now embark on a new and challenging era in the decades ahead. To Ed and Eleanor Kiwanis will always be in debt for their signal contribution in raising our sights throughout this Golden year. To President Keefe, and to each of you who has been chosen to share the mantle of responsibility with him for our fifty-first administrative year, we extend hearty felicitations. All of us in the General Office covet the privilege of working with you to fulfill your highest expectations. Yours is the challenge to inspire an ever-widening circle of purposeful activity in nearly 5,400 communities and under sixteen flags.

NELSON FULLER

We are all deeply distressed to know that Trustee Nelson's illness has not fully responded to treatment since his return home from New York. He re-entered the University Hospital in Birmingham last Friday, and on Sunday, phoned to express his keen regret that he would not be able to participate in this Board meeting. We fervently hope that the prayers of a legion of friends for Nelson's recovery will soon be answered and that he will shortly with health fully restored resume his place at this Board table.

BRIEFS

A portfolio of Board policies and current data, and a brief of suggestions have been assembled for your reference in official contacts. President Ed has arranged a schedule of meetings for most Board committees tomorrow and Friday forenoon when related members of the staff will be on hand to assist you. Also in your folder is a schedule of personal conferences which the President wishes to hold with each Chairman. Logbooks for 1966 International Committees were distributed at New York to the chairmen and members present. The remainder, including a copy to each Counselor, were mailed on July 8. On September 16 and 17 a training conference for all committee chairmen, excepting resolutions, will be held with the President and Chairman Johnson of the Board Committee on Leadership and Council to coordinate their programs and discuss the part they will play at the Council meeting in October. Counselors are not expected to attend this conference, and the Executive committee will approve the final draft of all programs before printing.

NEW YORK
CONVENTION

Many exceptional features of the Golden Anniversary convention gave it the stamp of unusual distinction. Second only to Toronto in paid registrations, over-all attendance including children and musical units made it the largest convention we have ever held. The program, workshops, forums, music and feature entertainment have been widely praised. Hotel accommodations were more than adequate although expensive. The sessions were unusually well attended with the exception of Tuesday morning when Kiwanis Day at the World's Fair got under way before the program was concluded. The Main Feature Entertainment Wednesday evening, produced by Leon Leonidoff, will not soon be surpassed.

We had a few problems that could not be foreseen. A taxicab strike accounted for some cancellations. The unscheduled appearance in the Garden of the President of the United States delayed adjournment of the NEA convention and postponed our moving in a full day later than planned. An under-staffed junior guest committee, combined with a record number of youngsters, resulted in some confusion in transporting them to their scheduled events. Chartered buses to the fair on Tuesday proved inadequate but, fortunately, subway facilities relieved this congestion.

Glowing comments concerning the program have been voiced in innumerable letters and club bulletins that have come to our attention. Norman Vincent Peale, whose convention appearances are legion, wrote that "Yours was one of the greatest conventions I have ever had the privilege of attending." Along with many compliments were a few constructive suggestions, such as (1) "I am not pro-labor nor pro-liberal - but why not have a labor or a liberal speaker to balance your NAM speaker." (2) "Go back to your former policy of having only the top echelon speakers from Canada and the United States - preferably the Prime Minister and Secretary of State." (3) "Your spectacular starts too late, runs too long and lasts too late. Suggest you introduce your governors at 7:00 P.M." (4) "Many feel that our conventions should be a forum for many sides of important questions, and not just an opportunity for many to hear what they want to hear, while others have little or no representation of their point of view."

We owe a resounding vote of thanks to Chairman Reed and his Board committee; to Music Director James and to Chairman Jack McMahon and his host committees. The success of any convention of such proportions requires the combined teamwork of numerous committees and individuals. Hundreds gave freely of their time and talents. The Sergeant at Arms and his assistants; the Credentials, Elections and Resolutions Committees; the men who staffed the Club Clinic and served as discussion leaders - all merit special commendation. The staff and their assistants are also due a special salute for a stalwart performance without regard for hours or fatigue. Convention Manager Vaughn performed with a high degree of competence on his first assignment and demonstrated a fine grasp of his responsibilities in the face of many difficulties peculiar to New York. Here are a few salient statistics: Total paid registrations were 13,673 divided as follows: 7,600 men, 5,620 women and 453 young adults. This compares with a budget of 8,000 men, 6,000 women and 300 young adults. There were also 3,523 junior guests and 1,200 in sponsored musical groups, for a total attendance of 18,396. The host district despite intensive promotion registered 1,870 against a quota of 4,000. Four districts achieved their quotas and rate the highest accolade - Carolinas, Illinois-Eastern Iowa, Kansas and Utah-Idaho, as compared to fourteen last year. Four more districts came within 95% and deserve commendation - California-Nevada-Hawaii, Indiana, Rocky Mountain and Wisconsin-Upper Michigan. Total income from registrations was \$145,500 - under budget by \$7,075. Several bills are still outstanding and a final accounting will appear in our operating statement for July. Accredited delegates totaled 5,098 from 3,298 clubs, plus 77 delegates-at-large, or 5,175 in all. Seated in the House of Delegates on Wednesday morning were 4,650 delegates and 68 delegates-at-large; 457 delegates were absent and not voting.

Cash sale of supplies during the convention amounted to \$7,974 and charge orders also set a new high. Included were orders for 600 filmstrips of the convention highlights and 265 recordings. Less than half of the supply of "Kiwanis at Fifty" remains to be sold and orders are being filled daily. Two exhibits attached give a comparative showing for the past five years.

PORTLAND
CONVENTION

As we begin our promotional and budgetary plans for next year's convention, we anticipate the only major problem in Portland will be one of adequate housing. The number of first class hotel and motel rooms furnished to the American Legion at its national convention there next month will provide a reliable guide for our study prior to the Council meeting. In 1952 at the Seattle convention the host district's goal of 3,000 registrations was substantially exceeded for an actual total of 3,850. Should it become necessary to make some assignments to private homes, as was done in Toronto in 1961, to protect the visiting delegations it may be advisable to limit accommodations available to the host district until after a specified date, perhaps May 15.

KEY CLUB
CONVENTION

The Key Club convention, which followed ours in New York, July 11-14, had total paid registrations of 2,283 including 166 adults. The latter was considerably less than desired. There were 767 clubs represented by 1,291 voting delegates, which compares favorably with last year's showing in Dallas of 726 clubs and 1,238 delegates. President Moylan and Trustee Weber, along with International Chairman Queen and members of his committee, contributed greatly to the proceedings. A summary report on the convention has been prepared by Trustee Bob for discussion by the Board committee tomorrow. To succeed Brad Anderson as President, Daniel W. Richey of Ferriday, Louisiana was elected. Bob Lucas, Acting Director of the department, did a commendable job in managing all phases of the convention. Bob is well liked and highly respected by the members, officers and advisers alike.

As recommended a year ago, the timing of Key Club conventions to immediately follow our International conventions should be given more serious study. In New York only two Kiwanis district governors were able to remain over the second week for the Key Club proceedings. It was necessary for eight of our staff and office personnel to move from one convention to the other without a break at a time when they were physically exhausted. Next year we face the conflict of having both conventions during the same week - in Portland and Chicago. Fewer staff members will be available for work in Portland due to this situation, and adult advisers will have to choose between one or the other convention. If we hope to get more adult advisers to attend the Key Club convention in the future, it should be more widely separated from our conventions as Circle K has successfully demonstrated.

MEMBERSHIP

Little change has been reflected since our last report on membership at the Board meeting in New York. The mid-year turnover has thus far been lighter than normal. As of July 23 we showed a net gain of 6,841 dues paying members since January 1. The current total stands at 269,434 including 3,008 honorary members. The Charge of The 5000 Plus ended on June 30. Notwithstanding the fact that we fell short of our goal of 275,000 members, this intensive effort for two years produced a net gain of 11,806 members compared to a net gain of 1,142 during the preceding 24 months. The Citation of Service program now under way received wholehearted acceptance in New York. If we do not relax our efforts, the momentum and enthusiasm that have been generated should continue to carry us to our Golden Anniversary objective before the year is out.

We have a primary target in 200 clubs that are in the category of 15 members or less, and 402 clubs that have 16 to 20 members. About the same number - 615 - have 21 to 25 members. It is a challenging fact that, if all these clubs were brought back to their minimum charter strength of 25 members, this alone would increase our manpower by 7,640 new members. The vital need for continuing our special services to strengthen weak clubs is self evident.

EXTENSION

The total number of clubs today stands at 5,340, of which 51 are inactive. Since the New York convention three new clubs have been completed.- Amador County, California; Tulsa Southeast, Oklahoma; and Little Rock Airport-East, Arkansas. The total for the administrative year now ending is 124. Last year the figure was 155, and the year prior 130. The calendar year thus far has produced 66 new clubs in 22 districts, with eight districts as yet scoreless. Several district governors at the convention spoke proudly of their sponsorship of new Key Clubs and Circle K Clubs and stressed their intensive effort in membership development while frankly admitting their limited results in building new Kiwanis clubs. Prospects reported for the remaining five months are less than promising unless we can fire more zeal for extension in more districts. We have a goal of 174 clubs for the Golden Anniversary year. To achieve it will require an average of 21 clubs per month for the balance of the year. Only by redoubling our efforts will we succeed in reaching this objective.

On the international scene indications are more optimistic. Six potential clubs are now officially enrolled as a "Kiwanis Club in Formation" and for whom certificates have been issued. These and their sponsors are as follows:

<u>Date of Issue</u>	<u>Club</u>	<u>Sponsor</u>
June 4, 1965	Copenhagen, Denmark	Oslo, Norway
June 29, 1965	Liege, Belgium	Brussels, Belgium
July 19, 1965	Kolbotn, Norway	Oslo, Norway
July 19, 1965	Drammen, Norway	Oslo, Norway
July 19, 1965	Salzburg, Austria	Vienna, Austria and Basel, Switzerland
July 28, 1965	Lugano, Switzerland	Basel and Luzern, Switzerland

Reports from other international clubs give assurance that we can reasonably expect to enroll 29 more "Clubs in Formation" within the next six months.

CLUB

REPORTING

We have had six months' experience with our new system of club reporting, monthly and quarterly. The official forms for use next year must be printed and ready for manuals this fall and any minor changes in their format should be considered at this time. Criticism that has been voiced by club secretaries centers mainly around the requirement that copies of the club chairmen's written monthly reports must be attached to the copies of the official club monthly report going to the lieutenant governor and the district secretary. Several districts have advised their clubs to disregard this requirement as they feel the lieutenant governor and district office do not need this information. They are satisfied that the data provided on the club monthly report is sufficient to know whether the club is performing satisfactorily and are content to wait for the quarterly report of achievement to learn further details on specific activities. At the lieutenant governors' conference in New York there seemed to be no demand for the club chairmen's reports. It is suggested that the Board Committee on Program Development evaluate the effectiveness of the present system and survey the lieutenant governors for their appraisal at the close of the year.

MAGAZINE

The post-convention issue of the magazine should be off the press for the Board's review later in the week. This combined July-August issue features the New York proceedings in pictures and text. The first two articles of our forthcoming series on the Heritage of Freedom have been obtained.

One is on the Magna Charta and the other on the right to vote. An English writer, J.A. Maxtone Graham, wrote the Magna Charta article under the title, "The First Day of Democracy." Contributing Editor Slattery authored the second. Four others are scheduled in the series which will be launched in the December-January issue in conjunction with the program itself. Advertising linage in this issue billed out in excess of \$12,000. With commitments in hand for the remaining three issues, totaling \$24,700, we have already exceeded the year's budget by 10%, or \$9,000. This is a highwater mark and will be materially higher by November. A draft of specifications for the new printing contract soon to be executed, and a list of interested printers, will be submitted to the Board committee for inspection and approval at its meeting tomorrow.

UNITED STATES-MEXICO
PEACE MARKER

Last February at the conference of Kiwanis leaders in Mexico, it was suggested that Kiwanis International develop a United States-Mexico Peace Marker, comparable to those erected along the Canada-United States border. The International Boundary and Water Commission for the United States and Mexico has offered its assistance in developing the design and suitable inscription in Spanish and English. It would also be happy to suggest the best locations for placement of the tablets among the twenty-four points of entry between the two nations. Thirty-four United States-Canada Peace Markers have been established to date. These tablets in bronze - 30" wide by 20" - are produced by the Gorham Company at a price of \$265 each, f.o.b. Providence, Rhode Island. Preliminary investigation with Bruce Fox and Company of New Albany, Indiana, indicates that after the initial die cost of \$300 duplicates can be made for probably no more than \$200 plus freight charges. If the Board approves the proposal in principle, a design could be developed at little expense to determine the response from clubs and districts before final authorization is given. It is recommended that the Board Committee on Program Development consider this project as a program for International Relations Committees.

FUTURE
PLANNING

As we look to the future at this midway point in our Golden Anniversary year, we are mindful of the suggestion advanced by the Committee of Past International Presidents a year ago that perhaps the time had come for a reappraisal of the organization's program. The Committee suggested that the Board consider establishing a special committee to draft the guidelines for such a long-range study listing the areas of special concern to which the study would be directed. While cognizant of the work being done by all Board committees in evaluating programs, policies, and procedures, it felt that such a broad basic study of the application of our Constitutional Objects to a rapidly changing world would be of inestimable value to this and future Boards. If and when such a plan is adopted, your Secretary would propose that a special staff committee be created to report periodically to the committee as a stimulus to its work and hopefully to contribute to future developments. It is recommended that the Board Committee on Administration and Structure place this proposal on its agenda for discussion and report to the Board at an early date.

RECOMMENDATIONS

Your Secretary cordially recommends:

1. That the Board send a floral expression of its best wishes for the speedy recovery of Trustee Nelson.

2. That the Board Committee on Convention consider some plan for protecting visiting district delegations in Portland with primary hotel accommodations prior to a specified date well in advance of the convention.
3. That the Board Committee on Sponsored Youth Organizations give further study to rescheduling the time of Key Club International conventions to insure a better attendance of adult advisers and to facilitate the assignment of staff personnel.
4. That the Board Committee on Sponsored Youth Organizations approve the Appointment of Robert F. Lucas as Director of Key Clubs.
5. That the Board Committee on Program Development evaluate the effectiveness of our present system of club reporting.
6. That the Board Committee on Program Development consider the proposal to establish an official Kiwanis United States-Mexico International Boundary Peace Marker.
7. That the Board Committee on Administration and Structure study the suggestion of the Committee of Past Presidents to create a special committee to draft the guidelines for a long-range study of the organization's program.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'O. E. Peterson', written over a horizontal line.

O. E. PETERSON, Secretary

FINAL REGISTRATION REPORT
GOLDEN ANNIVERSARY CONVENTION - KIWANIS INTERNATIONAL
JULY 23, 1965

<u>DISTRICT</u>	<u>MEN</u>	<u>WOMEN</u>	<u>YOUNG ADULTS</u>	<u>TOTAL</u>	<u>QUOTA</u>	<u>JUNIOR GUESTS</u>
Alabama	90	72	9	171	250	59
California-Nevada-Hawaii	423	332	29	784	800	238
Capital	404	299	30	733	800	196
CAROLINAS	231	211	24	466	375	176
Florida	342	211	26	579	700	168
Georgia	275	245	22	542	600	174
ILLINOIS-EASTERN IOWA	443	343	26	812	800	261
Indiana	206	176	8	390	400	113
KANSAS	113	88	7	208	200	70
Kentucky-Tennessee	249	198	22	469	600	141
Louisiana-Mississippi-West Tennessee	156	117	10	283	350	91
Michigan	329	266	24	619	750	176
Minnesota-Dakotas	109	82	11	202	300	59
Missouri-Arkansas	189	159	11	359	400	78
Montana	28	25	7	60	90	31
Nebraska-Iowa	142	125	13	280	300	80
New England	332	255	9	596	1,000	126
New Jersey	377	188	3	568	700	81
New York	1,165	662	43	1,870	4,000	270
Ohio	491	389	26	906	1,000	240
Ontario-Quebec-Maritime	245	209	11	465	600	114
Pacific Northwest	107	73	8	188	300	43
Pennsylvania	355	290	13	658	900	134
Rocky Mountain	82	57	7	146	150	33
Southwest	78	57	3	138	150	36
Texas-Oklahoma	294	231	19	544	600	144
UTAH-IDAHO	68	52	8	128	100	30
Western Canada	45	41	2	88	100	34
West Virginia	54	39	6	99	200	35
Wisconsin-Upper Michigan	152	117	15	284	300	92
International Clubs	26	11	1	38	--	--
TOTAL	7,600	5,620	453	13,673	17,815	3,523

Final Figures Previous Conventions:

Junior Guests

Los Angeles	1964	13,074	2,585
Atlantic City	1963	12,812	2,896
Denver	1962	13,118	3,047
Toronto	1961	13,938	3,248
Miami-Miami Beach	1960	11,856	2,709
Dallas	1959	10,895	2,201
Chicago	1958	11,135	1,387
Atlantic City	1957	11,213	2,141
New York	1953	11,532	1,112

DISTRICTS LISTED IN CAPS ACHIEVED THEIR QUOTA

COMPARATIVE CONVENTION STATISTICS - 1961-1965

	1965	1964	1963	1962	1961
	<u>New York</u>	<u>Los Angeles</u>	<u>Atlantic City</u>	<u>Denver</u>	<u>Toronto</u>
Registrations: Men	7,600	8,151	6,886	7,283	7,510
Women	5,620	4,678	5,579	5,572	6,113
Young Adults	<u>453</u>	<u>245</u>	<u>347</u>	<u>263</u>	<u>315</u>
TOTAL	13,673	13,074	12,812	13,118	13,938
Junior Guests	3,523	2,585	2,896	3,047	3,248
Musical Groups	<u>1,200</u>	<u>501</u>	<u>736</u>	<u>690</u>	<u>1,100</u>
GRAND TOTAL	18,396	16,160	16,438	16,855	18,286
Hotel Reservations	12,270	6,850	8,262	9,832	12,630
Motel Reservations		1,225	3,389	4,419	3,038
Other Accommodations					<u>1,050</u>
TOTAL	12,270	8,075	11,651	14,251	16,718
Hotel Rooms Used	6,000				
Delegates: Club	5,098	4,092	4,780	4,688	4,747
Delegates-At-Large	<u>77</u>	<u>71</u>	<u>75</u>	<u>77</u>	<u>79</u>
TOTAL	5,175	4,169	4,855	4,765	4,826
Delegates Voting:					
Club	4,650	3,665	4,399	4,345	4,473
Delegates-At-Large	<u>68</u>	<u>71</u>	<u>70</u>	<u>76</u>	<u>75</u>
TOTAL	4,718	3,736	4,469	4,421	4,548
Total Number of Clubs	5,336	5,204	5,090	4,993	4,851
Total Number of Clubs Represented by Registration	3,298	3,041	3,189	3,286	3,152
Percentage of Clubs Represented	61.81%	58.43%	62.65%	65.81%	64.98%
International Officers	19	19	19	19	19
Past Presidents	13	13	12	15	14
Committee Chairmen - Standing	15	14	14	14	15
Special	1	2	1	1	2
District Governors	30	30	30	30	30
District Secretaries	30	29	30	30	26
Attendance at Major Events:					
Monday - Ladies	6,000	6,000	5,500	4,000	7,000
Wednesday - Ladies	4,500	5,500	4,000	5,000	6,000
President's Ball	6,000	5,000	1,500	8,500	7,500
Feature Entertainment	17,000	12,500	13,500	14,500	11,000

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CONSIDERATION AND ACTION OF GENERAL OFFICE ACTIVITIES

REPORTED TO THE INTERNATIONAL BOARD OF TRUSTEES

July 30, 1965

a. Change of Territorial Limits of Established Clubs:

Dearborn Heights, Michigan
Marion, Virginia
Northgate, Seattle, Washington

b. Elimination of Not-Meeting Club from Active Membership Files:

The Albernis, British Columbia; Membership 8; Suspended Meetings, June 23, 1965.

c. Organization of New Clubs, including Territorial Limits and Charter Membership:

<u>Club</u>	<u>Territorial Limits</u>	<u>Membership</u>
Corning, Arkansas	The corporate limits of Corning, Arkansas.	35
Southern Marin County, California	Corte Madera south to Golden Gate Bridge, east to the Bay and west to the Pacific Ocean.	25
Sun City, California	Five miles east to five miles west of State Highway 395. Ten miles north to ten miles south of Cherry Hills Boulevard and including Murrietta, Quail Valley and Perris.	25
Twentynine Palms, California	West to Coyote Road; East to Agricul- ture Station; South to Joshua Tree National Monument; North to Twentynine Palms Marine Corps Base.	26
Arapahoe, Littleton, Colorado	Littleton Metropolitan area but better described as: Bounded on the north by Bellevue Road and Bear Creek to Bear Creek Road on the west, with U. S. Highway 87 as the east boundary running south to Louviers an approximate dis- tance of ten (10) miles.	27
Warner Robins, Georgia	The upper half of Houston County, Georgia.	26
Sidney, Iowa	The corporate limits of Sidney, Iowa.	29
Oxford, Mississippi	The corporate limits of Oxford, Mississippi.	26

<u>Club</u>	<u>Territorial Limits</u>	<u>Membership</u>
Seward, Nebraska	The corporate limits of Seward, Nebraska.	25
The Mastics, New York	Yaphank Avenue on the west, Jericho Turnpike on the north, a ten mile radius of Riverhead on the east and the Atlantic Ocean on the south.	29
City of Progress, Statesville, North Carolina	All of Iredell County north of a line extending east and west eight (8) miles south of Statesville.	25
Norton Village, Ohio	The corporate limits of Norton Village, Ohio.	30
Tipp City, Ohio	Tipp City and a radius of two (2) miles.	29
Allentown-Whitehall, Pennsylvania	Whitehall Township and the Borough of Coplay.	25
Penn Hills, Pennsylvania	Penn Hills Township.	25
East Bremerton, Washington	City of Bremerton and a five (5) mile radius from center of city.	25
Lake City, Seattle, Washington	North - 205th N.E. to 73rd Place N.E., then south to Lake Washington. East - Shore of Lake Washington. South - N.E. 85th. West - 15th N.E. to 125th, then east to 25th N.E. and north to 205th.	25
Northshore, Bothell, Washington	South line - Northeast 145th Street; West line - 57th Avenue Northeast; North line - South 192nd Street; East line - 244th Avenue Northeast.	26
Greater Merrill, Wisconsin	Lincoln County, Wisconsin.	27
The Garden City, St. Catharines, Ontario	The City of St. Catharines, Ontario.	26
St. Gallen, Switzerland	The area within the City of St. Gallen, Switzerland.	35

d. Club Incorporations:

Baker, Louisiana	Ridge Manor, Florida
Bay Ridges, Pickering, Ontario	Rochester, Michigan
Beverly, Massachusetts	San Pablo, California
Century City, Los Angeles, California	South Buffalo, New York
Deerfield Beach, Florida	Southwest Green Bay, Wisconsin
Fort Lauderdale-Southside, Florida	Southwest Torrance, California
Liberty, Kentucky	Western Kenosha, Wisconsin
Orinda, California	Wilton Manors, Florida
Perrine, Florida	Wolfe City, Texas

e. Incorporation of Club Foundations:

Elmhurst, Illinois - Elmhurst Kiwanis Foundation

f. Additional Circle K Clubs Completed:

<u>Circle K Club</u>	<u>Kiwanis Sponsor</u>
University of Wisconsin-Marinette County Center, Marinette, Wisconsin	Marinette, Wisconsin
Trevecca College, Nashville, Tennessee	Nashville, Tennessee

g. Additional Key Clubs Completed:

<u>Key Club</u>	<u>Kiwanis Sponsor</u>
Crestview High School	Columbiana, Ohio
Longmeadow High School	Springfield, Massachusetts
Lawrence High School	The Five Towns, Long Island, New York
Shadle High School	North Spokane, Washington
Milton Union High School	Milton-Milton Junction, Wisconsin
San Geronio High School	East San Bernardino, California
Clifton High School	Clifton, New Jersey
Centerville High School	Centerville, Ohio

h. Travel Meeting:

New Jersey District Cruise, June 28, SS. Oceanic

i. Clubs Suspending Meetings because of disaster affecting entire community:

Michigan District:

Clinton Valley	Grosse Ile
Burbank, Detroit	Portage
Detroit, Sherwood Forest	Dearborn Heights
Southwest Detroit Drayton-Waterford	Whitmore Lake
Flint	Warren
Northern Flint	

Rocky Mountain District:

Lamar
Littleton
Mile High, Denver

Kinda will, Indiana

RESOLUTIONS

AS ADOPTED BY THE DELEGATES TO THE
GOLDEN ANNIVERSARY CONVENTION
OF
KIWANIS INTERNATIONAL
AT NEW YORK CITY, JULY 7, 1965

LOOK TO THE PAST TO BUILD FOR THE FUTURE

From the earliest days of Kiwanis, we have resolved, we have acted, we have built.

We have built a great service organization; we have built better communities, better educational and charitable institutions; we have built better opportunities for youth and the needy; and we have built human beings into finer citizens.

Our resolutions have inspired such challenging Themes as:

*Citizenship Responsibility—The Price of Freedom
Build for Peace, Unity, and Opportunity
Aggressive Citizenship—Safeguard of Freedom
Build by Faith, Loyalty, and Service
Build Individual Responsibility
Freedom—A Call to Personal Service*

These inspiring Themes have highlighted the challenge to Kiwanians to accept their responsibility as citizens, and to assume their full share of the burden of solving the problems facing mankind. Our reward has been a feeling of increased identity with our fellow man, and a strengthened will to serve.

A review of the past shows that we have taken a careful look at the concerns of Kiwanis leaders in all areas, and we

NOW RESOLVE that *Kiwanis International*, entering our second half-century of Service, reaffirms our abiding interest in and support of these long-accepted concepts and programs:

1. The importance of spiritual strength and moral integrity.
2. The dignity and worth of the individual and the importance of the home and family.
3. The development of youth—our greatest resource.
4. The full inalienable rights and individual responsibilities of citizenship, under the rule of law, for every person, regardless of race, creed, or color.
5. World peace through understanding.
6. The freedom of individuals to engage in private enterprise.
7. The development of higher business and professional standards.
8. Education as the key to tomorrow.
9. Conservation and development of our natural resources.
10. The interdependence of all segments of our economy.
11. Safety programs.

RESPONSE TO OUR SUPREME RULER

Our first Object charges Kiwanians, "To give primacy to the human and spiritual, rather than to the material values of life."

Our nations are founded, presently sustained, and look to the future through the providence of, and our faith in God as the Supreme Ruler of the Universe. Too often we claim His strength for our own. We need a renewal of humility and faith.

BE IT RESOLVED, by the delegates of *Kiwanis International* at our Golden Anniversary convention in New York City, that in response to God as stewards of His gifts, we will place spiritual values first in all our judgments. *Kiwanians* are personally and collectively responsible—responsible citizenship begins with response to God.

INTERNATIONAL RELATIONS

Through mutual knowledge and understanding, cooperation and friendship among nations, improved international relations can be established, and all mankind can benefit culturally and economically.

BE IT RESOLVED, by the delegates of *Kiwanis International* at our Golden Anniversary convention in New York City, that we devote our continuous and vigorous effort to the development of sympathetic understanding among the peoples of the various nations of the world (1) by acquiring greater knowledge of one another's history, political organizations, and customs and ideals, and (2) through frequent contacts with diplomatic representatives, visitors, students, and correspondents from and in other countries.

RESPONSIBILITY OF CONTRIBUTING TO SOCIETY

For decades Kiwanians have concurred in putting greatest emphasis on "doing something for others."

Our Constitutional Objects delineate in superb fashion the fundamental basis for personal improvement.

In our efforts to serve we may have overlooked the possibility of making an even greater contribution to society by developing self-reliance.

BE IT RESOLVED, by the delegates of *Kiwanis International* at our Golden Anniversary convention in New York City, that

1. Every *Kiwanis* club adopt and implement the program of *Kiwanis International*, properly adjusted to coincide with the needs of its community.
2. Every *Kiwanian* adopt and implement our Constitutional Objects in developing in himself the utmost in self-reliance and citizenship responsibility.

GUARDING OUR LIBERTIES

For many years we have become more and more dependent on government in many facets of our lives.

It has been proven that government support often leads to government control, and such control often means the sacrifice of individual freedoms.

opportunities of Kiwanis today, take pride in our past and eagerly accept the challenge of tomorrow.

BE IT RESOLVED, by the delegates of Kiwanis International at our Golden Anniversary convention in New York City, that

We reaffirm our motto and six Constitutional Objects, for the purpose of translating them into even more effective activity during the days to come, so that each Kiwanian can continue to be ever proud of his right to membership.

We continue to progress in our achievement, ever cognizant of the experiences of the past and the constant dedication of those who have preceded us, but ever looking to a greater need for service in the years ahead.

We expand the opportunity of service through our established clubs and in new communities by personally inviting our fellow citizens to share the privileges of membership.



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

July 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 29, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Harry S. Himmel, James M. Moler and Jack Willis
Chairman: Phillip V. Stout
Staff Members: G. Robert Harrison and Anthony P. Invergo

A complete discussion of the committee's scope and duties was held. The use of the word "structure" was studied and it was decided that perhaps too many would consider the word alone as meaning the building, but it was finally resolved that we should recommend that the Committee on Laws and Policies be instructed to approve the following as a new policy and insert the same in the Board Policies after due consideration.

Recommendation 1. The name, Administration and Structure, be used and that the following shall define the scope of the committee's responsibility:

To study and review General Office operation and office equipment in order to recommend such procedures as will make for more efficient functioning and more effective operation in all phases of Kiwanis work.

To study and make recommendations upon the relationship between Kiwanis International, its districts and clubs, the function of International Committees, the elimination or combination of committees whose functions overlap, and all other matters relating to efficient organizational functioning. To consider all matters referred to it by the Board and make recommendations to the Board on matters initiated by it or referred to it by the Board.

Further, that the first sentence of the second paragraph above be deleted from the duties of the Laws, Policies and Structure Committee as now defined in the Policies.

I move that recommendation 1 be adopted.

The problem of creating a better image on the district level on the part of the governor and that of the lieutenant governor in the administrative duties of their office was considered since it was apparent that the matter would be referred to this committee by the Special Committee on Presidential Travel.

Recommendation 2. That the district governors be trained and instructed in their duties to their districts by recommending one official visit to each division be made, and if possible, that it be combined with another meeting at the same time with club officers so that administrative problems can be discussed. Further, that the lieutenant governors be given complete opportunity to install officers, handle special functions, etc., within their respective divisions.

I move that recommendation 2 be adopted.

Recommendation 3. That the lieutenant governors reports to International be limited to the three required, i.e. Official Club Visitation, Contact, and Official Board Visitation, and additional reports be made only where administrative matters warrant the same.

I move that recommendation 3 be adopted.

Recommendation 4. That recommendations 2 and 3 be presented at Council to the governors, and that all counselors be made aware of these recommendations.

I move that recommendation 4 be adopted.

The matter of effective public speaking on all levels was probed for a solution. It was determined that a need existed for training in some manner. The problem should be retained for further general study, but likewise, it was recommended.

Recommendation 5. That the Public Relations Committee study this problem also and prepare adequate material that could be inserted in all briefs of Board members, governors, lieutenant governors, and club presidents in regard to effective public speaking.

I move that recommendation 5 be adopted.

The Secretary's and Past President's recommendation in regard to long range planning was given a very lengthy and complete review. The problem appears to need immediate attention. It was decided that a joint meeting of the Board and Past Presidents should be held at Council, if possible, to discuss this subject further. Also, that a special committee of the staff, Board members and Past Presidents be appointed for the preparation of an agenda by mail so that time would not be wasted straying far from the subject matter. The committee felt that the meeting should be pointed in the direction of certain problems.

Recommendation 6. The President be asked to appoint a committee with staff, Board and Past President representation to prepare agenda and be ready for discussion in a joint meeting of the Board and Past Presidents, preferably at Council, on the following subjects using a long range viewpoint in this order: (1) Program Planning; (2) Administrative Procedures; (3) Physical Structure of Building.

I move that recommendation 6 be adopted.

The activities of the Data Processing Department were analyzed and approved. Apparently the department is well within its budget. The problem of the new 360 machine installation was reviewed. It will, we know, require new thermo-pane windows and air conditioning but realize this is being presented by the Board Committee on Property and Supplies. However, we discover it eventually will handle much of the work of the Bureau of Accounts, invoicing, supply inventory and semi-annual billing, reducing the time on several of these items by weeks. With the 360, labels for The Kiwanis Magazine and district bulletins will be produced in sheet form rather than on rolls, as they now are produced. Affixing such labels can be handled by the printer of the Magazine, but could pose a problem to several of the twenty-four districts securing labels from the General Office. At the district secretaries meeting in New York, the Secretaries were alerted by the staff to the projected change in label production.

Complete information, samples, and possible alternatives are to be sent in the coming weeks to all districts concerned, so that full discussion and resolution of the matter can be accomplished at the secretaries' conference at Council. The saving in time for the office in preparation of labels is from 9,000 per hour to 36,000.

Many requests are coming in for special use of names, etc. Thus far, no charge has been made, but some are beyond normal.

Recommendation 7. It is recommended that the Secretary of Kiwanis International establish a price for requests beyond normal usage of the IBM equipment after staff consultation, and that the districts or other units of Kiwanis be charged accordingly.

I move that recommendation 7 be adopted.

The letter of Past Lieutenant Governor Sieb, of Fulton, Illinois suggesting that a "Disaster Committee" be established, was reviewed. The committee feels that his suggestion should be acknowledged with thanks, and that he be advised of local Kiwanis procedure to take care of disaster situations.

The letter from Trustee Putnam was read and discussed.

Recommendation 8.

1. That present secretarial help is sufficient for any emergency correspondence of Board Members at the time of a Board Meeting, and further, that additional secretarial services cost would be an unnecessary expense.
2. That Trustee Briefs contain all names and addresses of officers, including names of wives, with additional copies of these sheets available from the office.
3. That money now provided for mailing expense twice a year could cover the purchase of memo pads with a logo that the Supplies Department could furnish, but that it be done individually.

I move that recommendation 8 be adopted.

The committee has several further recommendations.

Recommendation 9. That the Pension Plan, as presented, be held for further study.

I move that recommendation 9 be adopted.

Recommendation 10. That the question of travel insurance for Board members under a blanket policy, be held for investigation and report at the next meeting.

I move that recommendation 10 be adopted.

Recommendation 11. That at the next meeting of the committee, added time be given because of time consuming problems.

I move that recommendation 11 be adopted.

I move this report be received.

Respectfully,

HARRY S. HIMMEL

JAMES M. MOLER

JACK WILLIS

PHILLIP V. STOUT, Chairman

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

July 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 29, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Harold M. Heimbaugh, Ted R. Johnson
 Chairman - Marshall E. Jetty
 Staff Members - R. Bruce Crippen, Don S. Vaughn
 Also Present - Edward C. Keefe, O. E. Peterson

The New York City convention was reviewed and in the opinion of the committee it was a successful and spectacular highlight for the Golden Anniversary year. The General Office staff are to be commended for a job well done.

The duties of the committee for the Portland convention will be:

Program: Marshall E. Jetty
 Workshops: Ted R. Johnson
 Attendance Promotion: Harold M. Heimbaugh
 Director of Convention Music: James Beckstrom

As reported in New York city, the Portland convention dates are scheduled for July 1-5, 1966, with the convention opening on Friday night and ending on Tuesday noon. The convention sessions will be held in the Memorial Coliseum and the International Family will be housed in the Portland Hilton Hotel.

A complete review of the convention program format will be made prior to the October meeting in an attempt to streamline the convention and adjust to the change of dates.

The committee reviewed the rental of the Memorial Coliseum and estimated convention expenses, which are projected to be less than in the past several years. Convention Manager Don Vaughn will attend the Pacific Northwest District convention and hold several meetings with the host committees and hotels in Portland during the last week in August. A more complete report on the hotel situation and other convention details will be presented by the Board Committee at the October meeting.

We recommend for budget purposes, the following attendance goals and registration fees:

	<u>Attendance Goal</u>	<u>Registration Fee</u>
Men	6,500	\$12.00
Ladies	5,000	8.00
Young Adults	300	5.00

The committee discussed several possible speakers and entertainment, details of which will be presented to the Board after further study.

The workshops, forums, and clinics under the direction of Ted Johnson, will remain as in previous years on two afternoons, tentatively scheduled for Saturday and Monday.

The Portland convention will be extensively promoted at the fall Council meeting with quotas being established and assignment of district headquarters following that meeting.

The Board committee meeting with the host committee in Portland is scheduled for December 28-29, at which time President Ed Keefe, Secretary Peterson, Director of Convention Music Jim Beckstrom, Bruce Crippen, John McGehee and Convention Manager Don Vaughn will be present, along with the members of the committee.

The committee recommends that Convention Manager Don Vaughn and his staff locate in Portland in February.

Future convention sites will be reviewed and surveyed prior to the October meeting in order that additional selections may be made during the term of this committee. This will project our selection of sites seven years in advance as suggested by the immediate past committee.

The committee appreciates the promotion and support contributed by the Kiwanis Magazine for the New York convention. We feel that the impact of this convention promotion is important and should be a major emphasis in the early 1966 issues.

The committee recommends that:

1. The following designation of responsibilities be approved:

Program: Marshall E. Jetty
Workshops: Ted R. Johnson
Attendance Promotion: Harold M. Heimbaugh

I move that recommendation 1 be adopted.

2. For budget purposes the following estimated attendance goals and registration fees be established:

	<u>Attendance Goal</u>	<u>Registration Fee</u>
Men	6,500	\$12.00
Ladies	5,000	8.00
Young Adults	300	5.00

I move that recommendation 2 be adopted.

3. Approval be granted for a meeting of the convention committee and others noted in the body of this report, in Portland, December 28-29.

I move that recommendation 3 be adopted.

4. Convention Manager Don Vaughn and his staff locate in Portland in February.

I move that recommendation 4 be adopted.

I move this report be received.

Respectfully,

HAROLD M. HEIMBAUGH

TED R. JOHNSON

MARSHALL E. JETTY, Chairman

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

July 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 29, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Steve A. Alford, Jr., Wes H. Bartlett, Marshall E. Jetty,
 Edward B. Moylan, Jr., Robert F. Weber
 Chairman - James M. Moler
 Staff Members - O.E. Peterson, Kenneth P. Greenaway

The agenda of this committee was of much length and involvement. So much so indeed, that only a small portion of the work was accomplished.

1. Structure and Guidelines for Provisional Divisions in Mexico

(Exhibit A)

You will note that this plan basically provides for two divisional conferences. The September conference is designated as the time when a delegate group will sit to select a lieutenant governor, determine funding for the division and set such other plans in motion it thinks desirable.

Along with this Structure and Guidelines will go a covering letter calling attention to the importance of "conference agenda" and offering the services of International along these lines.

While earlier action by the Board authorized two provisional divisions on January 1, 1966, this committee sees no reason for delay of proposed division #1 if this plan is approved.

2. Review of Non-Districted Clubs

(Exhibit C)

Your attention is directed to the number of clubs in formation since June 14. As these proposed clubs move toward official organizational level, the Field Service Department will carefully examine all phases and steps and be of utmost assistance.

3. Review of Manual on the Sponsorship, Organization, and Development of New Kiwanis Clubs

(Exhibit before you)

One of these manuals is in the hands of each non-districted club. The clubs in formation and those just beginning formation are working under this plan. It seems to be doing the job well.

Later, this committee may recommend an adaptation of this plan for use in the United States and Canada.

The identification cards for use by members of clubs in formation, approved at the post-convention meeting of this Board, are being printed and will be distributed within a few days.

4. Analysis and Consideration of Recommendations from Mr. Hapgood's Report to the Board - July 2, 1965.

The committee recognized the significant and far reaching suggestions reflected throughout the report and desires to use these recommendations in making a special study of policy adaptations to be presented later. We hold this on our agenda.

5. Chairman Moler suggested the use of a "Training Fee" in lieu of district dues for non-districted clubs and that this fund be used to assist with the expenses of leadership development in non-districted areas. This item will be given further study.
6. President Keefe's Recommendations:

- (6) That the Board Committee on Extension prepare detailed procedures for the operation and formation of separate federations in International Extension.
- (7) That the Board Committee on International Extension develop a proposal concerning the administration, financing, and promotion necessary to afford optimum safeguards and efficiency in all aspects of International Extension.

It was the consensus of this committee that experience in International extension has developed enough information to warrant completion of a federation design and that recommendation (6) of President Keefe may be satisfied early in this administrative year.

The committee was of the opinion that the President's recommendation (7) represents a summary of the many unanswered questions that have faced the Board on this topic and that Board members are ready to resolve these with prompt and factual answers. The Committee's Chairman was directed to arrange a meeting with President Keefe, Secretary Peterson and other staff men where and at which time a specific outline for an orderly development of these plans be made. The matters of finance and increased cost were also to be included in the outline.

Chairman Moler has followed through with the above directive and such a meeting will be held in mid-August. The outline will be forwarded to each committee member with related research in early September to provide time for committee communication before the next meeting.

Since so much has been requested and now so much promised, it is respectfully requested that the committee have extra time at the next Board meeting.

The committee gave consideration to Trustee Putnam's suggestion that Incorporation of a club be mandatory as a part of organization procedure. It is felt that the information imparted to a new club at organization is sufficiently detailed and extensive. The committee feels that the matter of requiring incorporation at this stage of club maturity would be an added burden in the successful development of the new club. Further attention is directed to Article XV, Section 2 (a) of the International Constitution that provides: "A club, after receiving its charter, may incorporate...etc....etc...."

The committee recommends that:

1. The Structure and Guidelines for the Provisional Division in Mexico be adopted in principle and be made available to prospective divisions, and referred to Laws and Policies Committee.

I move that recommendation 1 be adopted.

I move this report be received.

Respectfully,

STEVE A. ALFORD, JR.

WES H. BARTLETT

MARSHALL E. JETTY

EDWARD B. MOYLAN, JR.

ROBERT F. WEBER

JAMES M. MOLER, Chairman

STRUCTURE AND GUIDELINES FOR THE FORMATION OF
PROVISIONAL DIVISIONS WITHIN THE REPUBLIC OF MEXICO

1. Upon the organization of at least five (5) clubs in any contiguous geographical area of the Republic of Mexico, a provisional division may be constituted at the direction of the Board of Trustees of Kiwanis International.
2. There shall be no restriction in the number of provisional divisions formed within the Republic of Mexico and there shall be no maximum restriction in the number of clubs included in a provisional division. It shall be an aim, however, to limit each provisional division to ten (10) clubs.
3. The territorial limits of provisional divisions shall be such as shall be approved from time to time by the Board of Trustees of Kiwanis International.
4. Every club hereafter organized in the Republic of Mexico shall be a member of the provisional division of which its sponsoring club is a member unless distance and geographical interest dictates that more appropriately it should be a member of another provisional division.
5. The presiding officer of a provisional division shall be the lieutenant governor.
6. The lieutenant governor shall be an active or senior member of a club in the division and shall be a past president of a club of the division at the time of taking office on January 1 of each year.
7. The lieutenant governor may appoint a member who shall act in the capacity of division secretary (or division secretary-treasurer). For convenience, the division secretary may be an active or senior member of the club of which the lieutenant governor is a member.
8. There shall be at least two divisional conferences in each calendar year to which each member club shall name three (3) official delegates, one (1) of whom shall be the club president. In addition to the three (3) official delegates, member clubs may be represented by as many club members as desire to attend.
9. Only the three (3) official delegates of member clubs may vote on matters before the divisional conference that require decisions.
10. An executive committee may be formed to transact necessary administrative matters between divisional conferences. The executive committee shall consist of the lieutenant governor, the division secretary (or division secretary-treasurer) and the president of each member club or his alternate. All action taken by the executive committee shall be subject to approval at the next ensuing divisional conference.
11. One of the two divisional conferences in each calendar year shall be held during the month of September at which time the lieutenant governor for the following year shall be elected.
12. The lieutenant governor shall preside at all divisional conferences and at meetings of the executive committee.

13. Semi-annual division pro-rata dues may be levied on each member club based on the membership of the clubs on December 31 and June 30 of each year. Such dues shall provide a division fund for operational functions and to reimburse the lieutenant governor for travel expenses when visiting the member clubs of the division. The divisional conference in September of each year shall determine the amount of the pro-rata dues for the next ensuing year and shall determine a budget. The division secretary (or division secretary-treasurer) shall bill each club and shall receive payment of dues.

14. The lieutenant governor shall officially visit each of the clubs of the division on at least one occasion during each calendar year. Expenses for other visits to clubs shall be upon the agreement of the lieutenant governor and the club visited.

15. At each divisional conference and at each meeting of the executive committee, the lieutenant governor and the division secretary (or division secretary-treasurer) shall make a report, including a financial statement of division funds.

16. The lieutenant governor may appoint such divisional committees as he may deem advisable or upon the recommendation of the divisional conference or executive committee.

17. Following each divisional conference and each meeting of the executive committee, the lieutenant governor shall direct that a comprehensive report of such conference or meeting be mailed within one week to the president and secretary of each member club and to the Secretary of Kiwanis International.

18. Decisions adopted at divisional conferences and meetings of the executive committee relative to the structure, organization, or function of the division shall not be effective unless and until approval of such decisions is given by the Board of Trustees of Kiwanis International.

19. Upon the formation of at least five (5) provisional divisions including a total of at least thirty (30) clubs, the Board of Trustees of Kiwanis International shall proceed with the plan of federation as provided in the policies governing the organization and administration of Kiwanis clubs outside Canada and the United States.

KIWANIS CLUBS OUTSIDE THE UNITED STATES AND CANADA

<u>DATE OF ORGANIZATION</u>	<u>CLUB</u>	<u>AFFILIATION</u>
April 17, 1962	Tijuana, Mexico	Attached to Division 11, Cal.-Nev.-Haw. Dist. for administrative purposes
December 13, 1962	Nassau, Bahamas	Division 4B, OQM Dist.
February 25, 1963	Vienna, Austria	
March 15, 1963	Mexico City, Mexico	
April 1, 1963	Basel, Switzerland	Provisional Division
April 9, 1963	Brussels, Belgium	
June 25, 1963	Mexicali, Mexico	Attached to Division 31, Cal.-Nev.-Haw. Dist. for administrative purposes
September 17, 1963	Zurich, Switzerland	Provisional Division
October 17, 1963	Ensenada, Mexico	
December 2, 1963	Bern, Switzerland	Provisional Division
December 4, 1963	Monterrey, Mexico	
December 9, 1963	Frankfurt/Main, Germany	
December 17, 1963	Luzern, Switzerland	Provisional Division
January 10, 1964	Oslo, Norway	
January 14, 1964	Reykjavik-Hekla, Iceland	
January 24, 1964	Tokyo, Japan	
February 3, 1964	Guadalajara, Mexico	
February 11, 1964	Fort Montagu, Nassau, Bahamas	Division 4B, OQM Dist.
March 24, 1964	Kingston Jamaica	Division 4B, OQM Dist.
April 7, 1964	Puebla, Mexico	
July 8, 1964	Neuchatel, Switzerland	Provisional Division
July 11, 1964	Manila, Philippines	
August 1, 1964	Curacao, Netherlands Antilles	Division 4B, OQM Dist.
September 3, 1964	Mexico-Azteca, Mexico	

October 6, 1964	Ciudad Juarez, Mexico	Attached to Division 7, Southwest District for administrative purposes
November 21, 1964	Aruba, Netherlands Antilles	Division 4B, OQM Dist.
December 17, 1964	St. Gallen, Switzerland	Provisional Division
May 26, 1965	San Juan, Puerto Rico	Division 4B, OQM Dist.
May 26, 1965	Freeport, Grand Bahama	Division 4B, OQM Dist.
June 14, 1965	Metz, France	Provisional Division

CERTIFICATE OF A KIWANIS CLUB IN FORMATION

<u>DATE OF ISSUE</u>	<u>CLUB</u>	<u>SPONSOR</u>
June 14, 1965	Copenhagen, Denmark	Oslo, Norway
June 29, 1965	Liege, Belgium	Brussels, Belgium
July 19, 1965	Kolbotn, Norway	Oslo, Norway
July 19, 1965	Drammen, Norway	Oslo, Norway
July 19, 1965	Salzburg, Austria	Basel, Switzerland and Vienna, Austria
July 28, 1965	Lugano, Switzerland	Basel and Luzern, Switzerland

PENDING OR EXPECTED

Akureyri, Iceland	Strasbourg, France
Westmann, Iceland	Mannheim, Germany
2nd club in Reykjavik, Iceland	Bonn, Germany
Moss, Norway	Cologne, Germany
Antwerp, Belgium	Essen, Germany
Charleroi, Belgium	Dusseldorf, Germany
2nd club in Brussels, Belgium	West Berlin, Germany
Geneva, Switzerland	Linz, Austria
Lausanne, Switzerland	Graz, Austria
Aarau, Switzerland	Friedberg, Austria
Rapperswil, Switzerland	Innsbruck, Austria
Altdorf, Switzerland	2nd club in Vienna, Austria
Paris, France	Amsterdam, Holland
Nancy, France	Nagoya, Japan
Thionville, France	

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

July 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 30, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - James M. Moler, Claude L. Ryder, Robert F. Weber
Chairman - Ted R. Johnson
Staff Member - Lawrence A. Hapgood

The committee regrets the absence of one of its members, Trustee Harry S. Himmel, and certainly concurs in all of the sentiments expressed, hoping for his complete recovery, and the committee extends best wishes.

1. The International Council Program

A. Pre-Council Events

The following events are scheduled to immediately precede the Council:

Saturday, October 16, 1965

- 12:30 P.M. - Luncheon -- Board and Past Presidents
- 2:30-4:30 P.M. - Council Training for Board Members.
At this same time, Dorothy Keefe has graciously consented to host a tea honoring new Board members' wives. All Board members' wives and Past Presidents' wives and widows will be invited.
- 6:00 P.M. - President Ed Keefe and Dorothy will host a social hour in their suite for all Board members, Past Presidents and their wives.
- 7:00 P.M. - Dinner -- Board and Past Presidents and wives.

Sunday, October 17, 1965

- 9:30 A.M. - New District Secretaries
- 2:00-4:30 P.M. - 1966 Governors will meet with President Ed Keefe for a get acquainted meeting and general discussion on administrative and travel matters.

B. Outline of the Council Program

A draft copy of the Council Program is attached as Exhibit #1. You will notice that all assignments have not been made, but will be made in sufficient time to allow thorough preparation of all presiding officers, and members of panels, etc.

You will further notice that adequate time has been allotted to include a strong administrative session for Governors and Secretaries. Also, that more time is provided for Counselor and Governor session so that a closer liaison may be created and maintained, and that Seminars are scheduled following each major presentation session.

Your committee feels that the most important element in all of Kiwanis is LEADERSHIP. We feel that Leadership holds the answer to our perplexing problems of Membership. Are we attracting the leaders of our communities? Are we developing leaders in our clubs, divisions, and districts of the type that will provide International leadership in the years ahead? We intend to inspire and instruct at this Council to the extent that no question will be left unanswered, and that the Governors and Secretaries for 1966 will be trained to administer the affairs in their respective Districts with dispatch and decision.

This Council will be housed entirely in the Continental Plaza. An inspection trip has revealed that our Council Chamber, meeting rooms, banquet and dining halls are adequate to care for our needs. Single and double rooms are modern and immaculate and moderately priced. Parlor suites, and one and two bedroom suites are available and recommended for Board members, even though not as reasonably priced as some. The hotel is located five blocks north of Erie Street so it is convenient to shops and restaurants and within walking distance to theaters and entertainment facilities on Rush Street and a short cab or bus ride to the loop. It is hoped that all will enjoy the luxury of our new Council site.

Recommendation 1.

The committee recommends that the Program for the International Council be approved as in Exhibit A.

I move that recommendation 1 be adopted.

2. Leadership Training Outlines

At the meeting of the Board in June, it was agreed that two or more Leadership Training plans for use at the district level be developed.

There are several reasons for this proposal.

- a. Districts have been over the past few years utilizing a wide variety of Leadership Training plans. Some of these are exactly like or similar to the detailed Plan A, included in the outlines released. Others are of such different format as to hardly be recognized as having any relationship whatsoever to proposed Leadership Training procedures.
- b. The reasons why these variations seem to appear involve differences in the geographical structure of districts, as well as the search by district leaders for the most effective and workable plan in their own area.

There seems to be general agreement, therefore, at the present time, that more than one plan should be proposed and that the plans which are offered should be of equal stature. In other words, whichever plan a district chooses would put them in a position of selecting an approved procedure and

not just a plan either offered but not approved, or in some instances a plan which was offered, as in the past, and marked "not recommended."

In line with this thinking, therefore, it would be the hope of the committee to provide the types of suggestions which can be accepted by the districts and thus achieve within a reasonable time much more uniformity than has been indicated by a review of the procedures used during recent years.

One of the prime reasons is not to force compliance but rather that the services to the districts, which are required, can become somewhat uniform and the General Office can make adequate plans to handle this assistance according to appropriate time schedules and not be faced with the continuing problem each fall of trying to service districts, with each one having both special and immediate needs which are very divergent in character due to the differing types of Leadership Training programs followed.

It was also suggested that in considering the Plan A, as previously used, and any new plans to be suggested, that perhaps the basic outlines should be simplified and the support material made available to those faculty members chosen to cover various items should be available in duplicated form and mailed to these faculty members, as designated by the district governor, prior to his preparing for his assignment at the Leadership Training Conference.

Now for two years, and with increasing effectiveness in the last year, we have asked the governors to list right on the outline the individual to cover a particular topic in order that material might be sent to him. It seems possible to reduce the amount of printed material and place such details in duplicated material to be forwarded to the assigned faculty member.

It would, therefore, be highly recommended that we do consider a reduction of the material in the outline, both in Plan A and any new outlines developed; also, that we retain the feature of asking the governors to make their specific faculty assignments before they reach Council in order that the General Office might follow up immediately with support materials relative to the topic assigned.

To further facilitate the selection of appropriate faculty members by the governors, it is also highly recommended that copies of all proposed plans for use by the governor in conducting his conference be sent to him prior to his coming to the Council so that he may (a) choose the plan which he wishes to use and (b) make tentative faculty designations which he will confirm in his conference with his Board Counselor during the Council session.

The Board Counselor would have copies of all plans with him at the meeting between the Counselors and their District Governors so that the outline for the district, appropriate to that district, can be selected and the names of the faculty members filled in.

Attached as Exhibit B is a simplified format for Plan A. Attached as Exhibit C and D are two suggested Leadership Training Outlines for 1965 designated as Governor's Conference Plan B and Governor's Conference Plan C.

Plan A, of course, requires the utilization of the Lieutenant Governor's Training conference for club officers, since Plan A is designed to have the governor conduct Training Conferences for Lieutenant Governors and District Chairmen and then the Lieutenant Governors return to their home divisions and hold a separate conference in each division for club officers. It is strongly recommended that Plan A be followed by a midwinter conference.

As you will note, the new suggested Plan B and Plan C incorporate procedures for training officers at the district and club level during one concentrated period and would not require a midwinter conference, but rather could be effectively supplemented by a spring conference held either on a district-wide basis or regionally within the district.

In regard to the Lieutenant Governor's Conference outlines for clubs, it would be suggested that this be simplified with major emphasis to be placed on the training of presidents and secretaries.

No major changes are suggested in the Club Program Development outline except minor adjustments to fit a regular club meeting time schedule.

The ability to achieve this coming year, even on a partial basis, an acceptance by districts of Plan A, Plan B or Plan C would be a major step forward in the Leadership Training Program of Kiwanis.

Recommendation 2.

Your committee recommends the acceptance of the Leadership Training Plans as contained in Exhibits B, C, and D.

I move that recommendation 2 be adopted.

3. Dates for Leadership Training Conferences

Following are the suggested dates and you will note that they are separated according to Plan A, Plan B and Plan C.

Plan A -- Governor's Conference for Lieutenant Governors

October 29-November 9, 1965

Lieutenant Governor's Conference for Club Officers

November 12-23, 1965

Club Program Development -- completed by the second club meeting in 1966

Governor's Conference for District Chairmen

October 29-November 9, 1965

Plan B or Plan C --

District Training Conference for District Officers and Club Officers -- November 11 through December 5, 1965

Club Program Development -- completed by the second club meeting in 1966

Recommendation 3.

Your committee recommends the adoption of the dates for the Leadership

Training Conferences as listed in the body of this report.

I move that recommendation 3 be adopted.

4. Agenda for Training of International Committee Chairmen

A suggested outline is attached as Exhibit E. This is similar to the plan which seemed to work well in recent years.

Recommendation 4.

Your committee recommends the approval of the Outline for the Training of International Committee Chairmen as attached in Exhibit E.

I move that recommendation 4 be adopted.

5. Developing Plans for Suggested Continuous Training at the District, Division and Club Level

This concept is in line with the long range planning which is now taking concrete form and which would incorporate the following aspects:

- a. The International President would plan his meetings with district leaders in one district, or in a combination of districts, and with at least a general agenda involving such factors as the status of the district, problems which the International President may help to solve, effective committee functioning, membership and new growth, special club service committee functioning with weak or potentially weak clubs, and other items of general concern to International in dealing with any one district, or a combination of districts, in such a conference.
- b. In similar style the district governor would be encouraged to visit a division of his district and hold appropriate meetings of club officers, with the lieutenant governor or lieutenant governors, if it is a meeting involving a combination of divisions, due to geographic locations. A suggested agenda for use by the governor will be developed incorporating not only administrative details, but providing the opportunity for continuous training, both of his lieutenant governors and the club officers on administrative and program details and promotion.

Under no circumstances should a governor make his official visit purely a social affair.

- c. Club presidents might well be encouraged to hold a club assembly at least three times a year. Hopefully, at one of these, at least, the lieutenant governor would find it possible to be in attendance. Such a club assembly could, in some instances, be an expanded Board meeting, with an agenda incorporating full reports by committee chairmen on the progress being made and, of course, such a meeting would be open to any interested club member. Such club assembly would provide the club president with at least a quarterly check on the weaknesses and strengths of his club and to appraise progress and stimulate activity where such may be lagging. If scheduled properly, it would provide an excellent opportunity for a review of the secretary's quarterly club Achievement Report, thus keeping the Board and the Committee Chairmen carefully tied in to the reports as they are to be submitted to International, the district

and the lieutenant governor. Club committee on Achievement could play a vital and co-ordinating role in such an effort and continuous training of club officers and committees could be the result.

A suggested agenda for such a club assembly will be provided as a function of this Board Committee, to be forwarded to clubs well ahead of the end of the first quarter of the year.

Recommendation 5.

Your committee recommends the adoption of plans for the Continuous Training at District, Division, and Club level as outlined in the body of this report.

I move that recommendation 5 be adopted.

6. Training Conference Agenda for Key Clubs and Circle K Chairmen

The agenda as developed by the Board Committee on Sponsored Youth Organizations is attached as Exhibit F. The committee suggests the dates of November 5 and 6 to remain firm and, also, that the Chairman of the Board Committee on Sponsored Youth Organizations and the Chairmen of the 1965 International Committees on Key Clubs and Circle K be invited to attend this conference.

Recommendation 6.

Your committee recommends that making firm the dates of November 5 and 6 for the Training of District Chairmen of Key Clubs and Circle K Clubs and that the Chairman of the Board Committee on Sponsored Youth Organizations and the Chairmen for 1965 of the International Committees on Key Clubs and Circle K Clubs be invited to attend the conference as resource persons.

I move that recommendation 6 be adopted.

7. Presidential Travel Schedule

This matter was discussed briefly by this committee and it defers to the recommendations of the Board Committee on Administration and Structure. Their recommendations will be incorporated in the training of governors at the International Council.

8. Cooperation with the Board Committee on Program Development

This committee agrees to cooperate wholeheartedly with the Board Committee on Program Development in the matter of program presentations, Theme and Objectives, and the Heritage Program. The two committees will share in the budgeted expense to provide each governor, lieutenant governor, and club president with the filmstrip on the Theme and Objectives and Major Emphasis Programs.

Recommendation 7.

Your committee recommends that the cooperative effort of the Board Committees on Program Development and Leadership and Council and their sharing budgeted monies for the furtherance of the presentation of Theme, Objectives, and Programs, as well as for the betterment of Leadership Training be approved.

I move that recommendation 7 be adopted.

I move this report be received.

Respectfully,

JAMES M. MOLER

CLAUDE L. RYDER

ROBERT F. WEBER

TED R. JOHNSON, Chairman

KIWANIS INTERNATIONAL
1965 COUNCIL MEETING

THE CONTINENTAL PLAZA
CHICAGO, ILLINOIS

OCTOBER 17-21, 1965

TENTATIVE PROGRAM

SUNDAY, October 17

2:00 - 4:00 P.M. MEETING of 1966 Governors

Presiding: President Edward C. Keefe

5:45 - 6:45 P.M. GET ACQUAINTED in Rooms of Counselors to Districts
(Governors, Secretaries and Wives; Past Presidents,
International Chairmen and Wives)

7:00 P.M. DINNER (places set with place cards)

Dinner Music

Presiding: President Edward C. Keefe

Greetings

Introductions

Purpose and Plan of Council: Ted R. Johnson, Chairman
Board Committee on Leadership and Council

MONDAY, October 18

7:30 A.M. BREAKFAST for International Committee Chairmen

Presiding: Ted R. Johnson, Trustee

9:30 A.M. FIRST GENERAL SESSION for Council, Guests and Ladies

Presiding: President Edward C. Keefe

Anthems

Invocation: Richard C. Koons, Chairman, Committee on
Support of Churches in Their Spiritual Aims

Presentation of Colors

Welcome to Council: Immediate Past President
Edward B. Moylan, Jr.

Group Singing

Leadership Training Program of Kiwanis

COFFEE BREAK

Presentation of Theme and Objectives: Robert F. Weber,
Chairman, Board Committee on Program Development

12:00 Noon

LUNCHEON HONORING PAST PRESIDENTS for Council, Guests and
Ladies

Presiding: Charles A. Swain, Chairman, Committee on
Past Presidents

Anthems

Invocation: Fred G. McAlister, Past President

Group Singing

Address: " " Past President Albert J. Tully

1:45 - 3:30 P.M.

WORKSHOP ON LEADERSHIP TRAINING PROGRAM OF KIWANIS for
Governors and Secretaries

Panel Leader: Ted R. Johnson, Trustee

Panel: Members of Board Committee on Leadership and
Council

COFFEE BREAK

3:45 - 4:15 P.M.

THE GENERAL OFFICE AND THE STAFF:
Secretary O. E. Peterson

4:30 - 5:00 P.M.

TOUR OF THE GENERAL OFFICE

5:00 - 6:00 P.M.

COUNSELING: Governors and Board Members

7:30 P.M.

THE PRESIDENT'S BANQUET for Council, Guests and Ladies

Dress: Men - Black Ties
Ladies - Cocktail Dresses

Dinner Music

Presiding: President-Elect Dr. R. Glenn Reed, Jr.

Anthems

Prayer of Thanks:

Group Singing

Musical Entertainment

The President's Message: Edward C. Keefe

Heritage Program Kickoff

TUESDAY, October 19, 1965

7:00 A.M. Room Call for Participants of:

7:30 - 9:30 A.M. BREAKFAST SEMINAR for Governors

Place: Continental Plaza

Presiding: President Edward C. Keefe

7:30 - 9:30 A.M. BREAKFAST CONFERENCE for District Secretaries

Presiding:

Counselor:

9:45 A.M. GROUP PHOTOGRAPH for Council, Guests, and Staff

10:00 - 12:00 GENERAL SESSION - KIWANIS BUILDS LEADERSHIP BY GOOD
ADMINISTRATION

Presiding:

Anthems

Invocation

The Training, Use, and Function of District Committee
Chairmen: _____

The Administrative Responsibilities of the
District Governor: _____

The District Convention: Marshall E. Jetty, Chairman,
Board Committee on Convention

Resolutions: A. Sterling Hall, Chairman, International
Committee on Resolutions

Public Relations: Edward B. Moylan, Jr., Chairman,
Board Committee on Public Relations

12:30 - 2:00 P.M. FELLOWSHIP LUNCHEON HONORING DISTRICT SECRETARIES, INTERNA-
TIONAL COMMITTEE CHAIRMEN, and SPONSORED YOUTH PRESIDENTS
for Council

Presiding: _____

Anthems

Prayer of Thanks

Group Singing

Address: _____

2:15 - 3:15 P.M. GENERAL SESSION - KIWANIS BUILDS LEADERSHIP BY KNOWING HOW

Presiding: _____

Achievement: Jack L. Grimmett, Chairman

Kiwanis Education and Attendance: Linus W. Bartels,
Chairman

Inter-Club Relations and Fellowship: A. Wadsworth Applebee,
Chairman

Programs and Music: Carl B. Hyatt, Jr., Chairman

COFFEE BREAK

GENERAL SESSION - KIWANIS BUILDS LEADERSHIP THROUGH ITS
MEMBERSHIP

Presiding: _____

New Club Building: Jack D. Vantine, Chairman

Membership Development: Andrew L. Gates, Chairman

3:30 - 4:30 P.M. WORKSHOP for Governors on Achievement, Kiwanis Education,
Inter-Club Relations and Fellowship, and Programs and
Music

4:30 - 5:30 P.M. WORKSHOP for Governors on New Club Building and Membership
Development

7:30 - 10:00 P.M. DINNER DANCE FEATURING PORTLAND CONVENTION

Dress: Men - Black Ties
Ladies - Evening Gowns or Cocktail Dresses

Presiding: _____

Prayer of Thanks: _____

Dinner and Dancing

Invitation to Portland, Oregon

Entertainment

WEDNESDAY, October 20

8:00 - 9:45 A.M. BREAKFAST CONFERENCE for Governors, Secretaries, and Counselors

Presiding: Trustee Ted R. Johnson

10:00 - 10:45 A.M. GENERAL SESSION - KIWANIS BUILDS LEADERSHIP FOR ITS YOUTH

Presiding: _____

Boys and Girls Work: C. E. Thurston, Jr., Chairman

Vocational Guidance: John F. McMahon, Chairman

Circle K Clubs: Eugene F. Lorton, Chairman

Key Clubs: James C. Shopmeyer, Chairman

Address _____, President Circle K
International

Address _____, President Key Club
International

COFFEE BREAK

11:00 - 12:00 A.M. GENERAL SESSION - KIWANIS BUILDS LEADERSHIP THROUGH GOOD CITIZENSHIP

Presiding: _____

Agriculture and Conservation: Cecil M. Pepperman,
Chairman

Public and Business Affairs-Canada: George R. Bothwell,
Chairman

Public and Business Affairs-U.S.: Robert H. Leverenz,
Chairman

International Relations: Ralph C. Keyes, Chairman

Support of Churches in Their Spiritual Aims:
Richard C. Koons, Chairman

12:30 - 2:00 P.M. LUNCHEON HONORING GOVERNORS for Council, Guests, and Ladies

Presiding: _____

Anthems

Prayer of Thanks _____, Governor-Designate

Presentation of Certificates by President Edward C. Keefe

Remarks by Chairman of 1966 Governors

Address:

2:30 - 4:30 P.M. CONFERENCE OF DISTRICT SECRETARIES
2:30 - 3:30 P.M. WORKSHOP FOR GOVERNORS ON YOUTH SERVICES
3:30 - 4:30 P.M. WORKSHOP FOR GOVERNORS ON AGRICULTURE AND CONSERVATION
and SUPPORT OF CHURCHES IN THEIR SPIRITUAL AIMS
4:30 - 5:30 P.M. WORKSHOP FOR GOVERNORS ON PUBLIC AND BUSINESS AFFAIRS

WEDNESDAY EVENING ----- OPEN

THURSDAY, October 21

8:00 - 9:45 A.M. BREAKFAST SEMINAR FOR GOVERNORS

Presiding: President Edward C. Keefe

Panel: Board Committee on Leadership and Council

10:00 A.M. to
12:00 Noon

GENERAL SESSION

Presiding: Edward C. Keefe

Anthems

Invocation:

The Kiwanis Foundation, Roy W. Davis, President

Treasurer's Report: Marshall E. Jetty

Report of Committee on Finance: Harold M. Heimbaugh,
Chairman

Group Singing

Report of Laws and Policies: Wes H. Bartlett, Chairman

The Kiwanis Magazine: James W. Putnam, Chairman

Tools of Leadership: Ted R. Johnson, Trustee

Goals:

Membership: Andrew L. Gates, Chairman

New Clubs: Jack D. Vantine, Chairman

Portland Convention: Marshall E. Jetty, Chairman

"1966 IS YOUR YEAR" -- Edward C. Keefe, President

BENEDICTION: _____

12 Noon to 1:00 P.M. Au Revoir for Council, Guests, and Ladies

Suggested Limited Outline with Support Material to be Duplicated and made
Available to the One assigned to the Specific Topic

* * * * *

G O V E R N O R ' S C O N F E R E N C E

P L A N "A"

Conducted for Lieutenant Governors-Designate
District Governor-Designate -- Presiding

WHEN? Between October 29 and November 9, 1965

WHERE? At a central and accessible location

HOW LONG? At least one and one-half days

STAFF? The Governor-Designate, International Representative,
District Secretary, District Treasurer, and the best
available past district officers

METHOD? Lecture, round table, questions and answers, discussion

MODEL AGENDA

1. Call to order -- District Governor for 1965
2. Invocation
3. Introduction of District Governor-Designate
4. Introduction of District Officers-Designate and guests
5. Purpose and Plan of the Conference -- District Governor-Designate
6. 1966 THEME and OBJECTIVES

Training the Lieutenant Governor for His Year's Work

1. The vital role of the Lieutenant Governor in Kiwanis operation and training
 - A. He is unique in the service club field
 - B. His role is varied
 - C. The effective performance of his duties is vital to Kiwanis functioning

Presented by _____
Title _____
Club _____
Address _____

2. What the Lieutenant Governor should do between the Governor's Training Conference and December 20 to prepare for a successful year
 - A. Meet with his predecessor
 - B. Appoint Division Chairmen (if district uses this plan)
 - C. Schedule installations of Club Officers
 - D. Plan and hold Lieutenant Governor's Training Conference for Club Officers
 - E. Visit clubs of the division with his predecessor, if practical

Presented by _____
Title _____
Club _____
Address _____

3. The Leadership Training Program for the Division
 - A. Plan and Execute the Lieutenant Governor's Training Conference for Club Officers
 - B. Present the Seven Stage Plan for Club Program Development
 - C. Follow-up training of Club Officers not present
 - D. Continue training throughout the year

Presented by _____
Title _____
Club _____
Address _____

4. The Division Council
 - A. Composed of Presidents of the Division
 - B. Advantages

Presented by _____
Title _____
Club _____
Address _____

Learning to be a Successful Lieutenant Governor

1. You must know the International Committee Programs for 1966
2. You must know the District Goals and Set Goals for your Division

Presented by the District Governor and/or the
District Secretary

3. You must know your responsibilities as a District Officer
- A. As a member of the Board of Trustees
 - B. Attending and promoting attendance at International and district functions
 - C. Understanding district policies, programs, activities and projects
 - D. Conferring with the District Governor on matters of mutual concern
 - E. Assist the Governor in planning Division events to conserve his time
 - F. Consult with the District Secretary on problems of mutual concern
 - G. Cooperate with the district committees

Presented by _____
Title _____
Club _____
Address _____

4. Duties as chief executive of your division
- A. Install Officers
 - B. Make required visits and full report
 - C. Recognize danger signals in clubs
 - D. Work with clubs to overcome weaknesses
 - E. Arrange division conferences, caucuses and inter-club meetings
 - F. Preside at new club charter presentations
 - G. Co-ordinate the work of division chairmen (if division chairman plan is used)
 - H. Know and inform clubs on how district rating plan functions
 - I. Assist clubs in membership development
 - J. Promote new club building
 - K. Understand Key Club and Circle K club operation
 - L. Be familiar with support materials available from International

Presented by _____
Title _____
Club _____
Address _____

SUMMATION --- 1966 Is Our Year

By the District Governor-Designate

ADJOURNMENT

G O V E R N O R ' S C O N F E R E N C E

P L A N " B "

Conducted for District and Club Leadership

When? Between November 11 and December 5, 1965

Where? At a central and accessible location

How Long? Three Days

Staff? The Governor-Designate, International Representative,
District Secretary, District Treasurer, and the best
available past and present district officers and com-
mittee chairmen

Method? Lecture, round table, question and answer, discussion

How to Report? Governor-Designate to fill out forms provided by Kiwanis
International immediately on close of the Training
Conference

FIRST DAY

1. Training of Lieutenant Governors
(Use same Model Agenda as provided in Plan "A")
 2. Training of District Chairmen
(Use same Model Agenda as provided in Plan "A")
- Fellowship Luncheon with speaker appropriate to group - Lieutenant
Governors, District Chairmen and Faculty
- District Board Dinner and District Board Meeting

SECOND AND THIRD DAYS

Registration of Club Leadership

Call to Order of General Session

National Anthems

Invocation

Purpose of the Conference

Introduction of the International Representative

District Goals

District Administration Procedures

On-to-International Convention

Presentation - Theme and Objectives

Fellowship Luncheon
(Use Inspirational Speaker)

Afternoon

Conference for Club Presidents on Administration (2-3:30 P.M.)

Conference for Club Secretaries (Afternoon of Second Day and Morning of Third Day of Conference)

Committee program Conferences for Club Presidents - Starting at 3:30 P.M.

Set up three sections - Administration --- Team I
Citizenship Services --- Team II
Youth Services --- Team III

Divide Presidents in attendance into three groups by size of clubs

1. Clubs up to 45 members - Group A
2. Clubs of 45-75 members - Group B
3. Clubs over 76 members - Group C

Those attending the conference remain in the rooms designated for the size of clubs. ONLY TEAMS ROTATE

TEAMS ARE MADE UP OF DISTRICT CHAIRMEN

Presiding Officers for Conferences - Carefully selected Past District Officers

Set up three periods --- 3:30 P.M. to 5:00 P.M.

9:00 A.M. to 10:30 A.M.

10:30 A.M. to 12 Noon

First Period --- Team I with Group A
Team II with Group B
Team III with Group C

Second Period --- Team II with Group A
Team III with Group B
Team I with Group C

Third Period --- Team III with Group A
Team I with Group B
Team II with Group C

Division Caucus --- 5:00 P.M. (Separate Room for each division)
Lieutenant Governor Presiding

Evening

District Banquet

The installation of officers may well be a tradition - International Representative will install

Use Inspirational Speaker - invite International Representative or utilize an outside speaker

A good time to honor Past District Officers and Current Board

Use District Chairman on Programs and Music - make singing a highlight

Entertainment features will add to the enjoyment of the evening

Morning of the Third Day

Continue club Secretary training

Continue last two sections of the Club Program Conferences

Closing Luncheon

Remarks by the International Representative

"1966 - Our Year" - District Governor-Designate

Adjournment

G O V E R N O R ' S C O N F E R E N C E

P L A N " C "

Conducted for District and Club Leadership

When? Between November 11 and December 5, 1965

Where? At a central and accessible location

How Long? Three Days

Staff? The Governor-Designate, International Representative, District Secretary, District Treasurer, and the best available past and present district officers and committee chairmen

Method? Lecture, round table, question and answer, discussion

How to Report? Governor-Designate to fill out forms provided by Kiwanis International immediately on close of the Training Conference

FIRST DAY

1. Training of Lieutenant Governors
 (Use same Model Agenda as provided in Plan "A")
2. Training of District Chairmen
 (Use same Model Agenda as provided in Plan "A")

Fellowship Luncheon with speaker appropriate to group - Lieutenant Governors, District Chairmen and Faculty

District Board Dinner and District Board Meeting

SECOND AND THIRD DAYS

Registration of Club Leadership

Call to Order of General Session

National Anthems

Invocation

Purpose of the Conference

Introduction of the International Representative

District Goals

District Administration Procedures

On-to-International Convention

Presentation - Theme and Objectives

Fellowship Luncheon
(Use Inspirational Speaker)

Afternoon

Conference for Club Presidents on Administration (2-3:30 P.M.)

Conference for Club Secretaries (Afternoon of Second Day and Morning of Third Day of Conference)

Presentation of Committee Programs (Starting at 3:45 P.M.)
and Discussion of Promotion

Youth Service Committees

Boys and Girls Work
Vocational Guidance
Key Clubs
Circle K Clubs
Governor of Key Club District (Optional)
Governor of Circle K District (Optional)

Division Caucus ---- 5:00 P.M. (Separate Room for Each Division)
Lieutenant Governor Presiding

Evening

District Banquet

The installation of officers may well be a tradition - International Representative will install

Use Inspirational Speaker - invite International Representative or utilize an outside speaker

A good time to honor Past District Officers and Current Board

Use District Chairman on Programs and Music - make singing a highlight

Entertainment features will add to the enjoyment of the evening

Morning of the Third Day

Continue Club Secretary Training

Presentation of Committee Programs
and Discussion of Promotion

Citizenship Service Committees

Agriculture and Conservation
International Relations
Public and Business Affairs
Support of Churches in Their Spiritual Aims

Administration Committees

Achievement
Kiwanis Education and Attendance
Inter-Club Relations and Fellowship
Membership Development
Programs and Music
New Club Building
Public Relations
Resolutions

Closing Luncheon

Remarks by the International Representative

"1966 - Our Year" - District Governor-Designate

Adjournment

T R A I N I N G C O N F E R E N C E

FOR

INTERNATIONAL COMMITTEE CHAIRMEN

Thursday, September 16, 1965

9:30 A.M. Call to Order --- Edward C. Keefe, President
 Invocation --- Richard C. Koons, Chairman, Committee on
 Support of Churches in Their Spiritual Aims
 The Purpose of the Conference and Introduction of Chairmen --
 Edward C. Keefe, President
 The International Committee Chairmen and the General Office --
 O. E. Peterson, Secretary
 Tools for Promoting Committee Programs
 Cooperative Effort with Key Clubs and Circle K Clubs
 Responsibilities at the International Convention
 The Chairman and Reports

12:30 P.M. Luncheon

2:30 P.M. Informal Discussion of the Following Topics:
 1. Making Use of the International Committee Members
 2. Relations of the Chairmen to Districts
 3. Promotional Techniques
 4. Value of the Logbook
 5. Value of a check list of functions and resource materials
 (Chairman and Panel of General Office Staff)

3:45 -

5:00 P.M. Group Conferences of Committee Chairmen with Staff Members

6:30 P.M. Fellowship Dinner
 International Committees - Lessons from Experience
 Edward C. Keefe, President
 The Responsibilities of the International Committee Chairmen
 at the International Council -- Ted R. Johnson, Chairman,
 Board Committee on Leadership and Council

Friday, September 17, 1965

8:45 A.M. Conferences
 1. With President Edward C. Keefe (Schedule to be announced)
 2. With Staff men assigned to Committees (Schedule to be
 arranged between Chairman and his assigned Staff Man)

12:30 P.M. Fellowship Luncheon
 "1966 Is Your Year" --- Edward C. Keefe, President

SECOND TENTATIVE AGENDA SUGGESTIONS FOR
CHICAGO NOVEMBER 5-6 MEETING
FOR 1966 DISTRICT KEY AND CIRCLE K CHAIRMEN

1. Responsibility
 - A. Kiwanis Governor and Board
 - B. Key Club - Circle K Governor and Board
 - C. International Committees
 - D. International Officers
 - E. Division - Lieutenant Governors and/or Division Chairmen
 - F. School and College Administration
2. District Convention Planning, Programming, and Budgeting
3. More District Board Meetings
4. Election of Key and Circle K District Officers
5. Preparation for Sound District and Club Officer Training Session
6. Expenses and Travel Fund of District Chairmen
7. Travel Limits for Sponsored Youth District Officers
8. District Chairmen Assistance
 - A. Financial Counseling
 - B. Voluntary or Paid Full or Part Time Help
 - C. Attend and Participate all District Kiwanis Board Meetings, Training Conferences, and Conventions
 - D. Closer Work with Kiwanis Lieutenant Governors
 - E. Serving on school year, problems
9. Preparation of District Budget
10. Proper Use of District Assets
11. Filing of Reports and Keeping of District Records
 - A. Uniform Report Forms
 - B. Charter Date Information for District Chairman
 - C. General Use of Growth and Activity Charts
12. Communication - Literature - Slide Film - General and Personal Correspondence
 - A. Easier to Understand Materials
 - B. Regular Column in District Kiwanis Bulletin
 - C. Eliminate inefficient Material
 - D. International Directory
13. Join District Activities
 - A. New Policy
 - B. Problems
 - C. Good Examples
14. District Publication
 - A. Adult or Youth Supervision of Editing and Mailing
 - B. Other Publications - Convention Manual - District Officers Logbook

15. International Convention Preparation
 - A. District Transportation Man Arrange Convention Trips
 - B. Earlier Dates (Last Week in June)
16. Relation of Key Club and Circle K International Board to the District
17. Review of District Chairmen's "Check List"
18. Review of the Kiwanis Board Policies for the Functioning of Circle K and Key Club
19. District's Function in New Club Building and Strengthening Weak Clubs
20. District Approval for Chartering of New Key Club and Circle K Clubs
21. District Problems Discussion
22. Demonstration of Best "How to Do It" Activities in all District Functions
23. Discussion from a Professional or Teacher of Motivation
24. How to Get More Kiwanians to Take Active Part
25. Summer Activities
26. Adult Counseling versus Direction of the Youth District Officers

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

July 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 29, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Derral L. Clark, Harry S. Himmel, Claude L. Ryder, Jack Willis
Chairman - Dr. R. Glenn Reed, Jr.
Staff Member - Alonzo J. Bryan

The committee reviewed the monthly Report of Clubs and Membership and found the report satisfactory, considering all factors.

The Charge of The 5000+ program was considered. The program was completed on June 30 and the results have been gratifying. Awards will be made at District Conventions or later during the year.

The Citation of Service program was reviewed in detail and the committee believes that this program is being enthusiastically received. The committee recommends one change in that 90% attendance be allowed during any six individual months (not necessarily consecutive) during 1965 rather than during the last seven months of the year. At our October meeting the committee will consider the further use of this program for 1966.

The problem of clubs with membership below 25 was studied. We were particularly impressed with the work of the Illinois-Eastern Iowa District in this field. They have assigned these clubs to the Past Governor of the year in which they were chartered. We recommend this procedure to the other districts and will watch the results carefully. Member Harry Himmel has been assigned the job of reporting fully at the next meeting on all phases of the Illinois-Eastern Iowa District's plans and activities. Representatives to district conventions will want to include this idea in their Board presentations. This problem will be a major program for this committee.

The committee reviewed the tentative programs for the International Committee on Membership Development and on Inter-Club Relations and Fellowship. Fundamentally they are good at this stage. The International Committee on Membership Development is asking for a white plastic "Q" similar to the Circle of Distinction to be given to members bringing in new members. We suggest that it be of the same size as the Circle of Distinction and that it might be called the Circle of Quality. The entire program is based on securing "quality" members. We further suggest final approval of the design by the Executive Committee in September.

The Burlington, New Jersey club has passed a resolution allowing attendance credit for its members when attending a meeting of any recognized service club. The committee unanimously disapproves of this idea and recommends that the club be notified of its violation of International policy.

Deletions will be of major interest to the committee and we will study the report of the Special Membership Survey Committee headed by Past President H. Park Arnold and the conclusion of the 1959-1960 Board Committee on Attendance and Membership.

We intend to develop programs to alleviate this serious problem. The primary matter considered at this meeting was how to more effectively retain the member moving to another town. One item of concern was which club should be notified when a Kiwanian moves to a metropolitan area. We recommend that the large "downtown" club become the "clearing house" for these notices and to refer to clubs in its area those members who might more appropriately join their clubs. We will re-emphasize accurate use of the Recommendation For Membership notices, with possible use of a disposition sheet.

The committee will review the revocations of charters and their reasons beginning with the October meeting.

The Committee recommends:

1. That the attendance requirement for the Citation of Service program be amended to allow the use of any six individual months during the year 1965.

I move that recommendation 1 be adopted.

2. That all districts be encouraged to try the plan of past governors' assignment to clubs below 25.

I move that recommendation 2 be adopted.

3. That the idea of usage of the white plastic "Q" as described in the body of this report be approved with final approval as to design by the Executive Committee in September.

I move that recommendation 3 be adopted.

4. That the proposal to allow attendance credit at other service clubs be disapproved.

I move that recommendation 4 be adopted.

I move this report be received.

Respectfully,

DERRAL L. CLARK

HARRY S. HIMMEL

CLAUDE L. RYDER

JACK WILLIS

DR. R. GLENN REED, JR., Chairman

REPORT OF BOARD COMMITTEE ON PROGRAM DEVELOPMENT

JULY 28-AUGUST 1, 1965

DATE OF COMMITTEE MEETING: July 28, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Ted R. Johnson, Wes H. Bartlett, Derral L. Clark,
Walter C. Howell, Q.C.
Chairman - Robert F. Weber
Staff Member - Percy Shue

During the meeting, the committee welcomed President Ed Keefe, Larry Hapgood, Fay McDonald, Frank McCabe, O.E. Peterson and Channing Bete, the latter a Kiwanian from Greenfield, Massachusetts working on the Heritage Program.

The following matters were discussed and brought to the Board for approval or referral.

1. 1966 Theme and Objectives

I want to congratulate the members of the committee and staff for the many ideas regarding the Theme and Objectives and the work accomplished prior to this meeting.

We present the attached Theme and Objectives - for your candid consideration and suggestions - and when accepted, we hope that every Board and International Committee will coordinate their programs and actions into their broad sphere.

See Exhibit A.

Mr. President: I move the Theme and Objectives for 1966 (Exhibit A) of this report be adopted.

2. Theme and Objectives Filmstrip

The implementation of the Theme and Objectives for 1966 will be through film strips to each club president similar to method used in 1965, and through wallet size folders of a type used in the past. With the approval of the Membership Development Committee and Property and Supplies Committee we recommend development of a "membership folder", to replace present "membership" cards. These new folders to carry the Theme, Objects, Objectives, and Club Committee assignments of the member.

The cost of the Theme film strips will be shared by Leadership and Council, and Program Development Committees respectively out of their assigned budgets.

Mr. President: I move, subject to approval of the Membership Development Committee and the Property and Supplies Committee adoption of a new "Membership Card Folder" to replace present cards.

3. Heritage of Freedom Program

The committee studied many names for this program, and it is with unanimous agreement that we refer to this program as, "The Freedom Leadership Program."

Mr. President: I move we adopt "The Freedom Leadership Program" as the name for our former Heritage Program.

The committee recommends we complete the work manual and have some ready for distribution at Council and following that to the club presidents for 1966.

Mr. President: I move adoption of this recommendation.

"Freedom and You" is the first of a series of booklets under the "Freedom Leadership Program" for which we recommend approval.

This booklet was developed concurrently with the Staff, the Channing Bete Company and Program Development Committee. You'll note it uses a method called "Scriptography" and holds reader interest.

The price of the art work and printing the first 10,000 will be \$2,000.00; costs after that will range from 5 cents down to 3 cents in lots of 100,000 and 500,000 respectively.

Efforts will be made to have the larger quantities printed in Louisville, Kentucky along with the Kiwanis Magazine, similar to method used in "You and the Law" which might further reduce the above costs.

Mr. President: I recommend adoption and printing of 10,000 copies of "Freedom and You," with funds not exceeding \$2,000.00 to come from Departmental Budget, if necessary.

It is planned that this "Freedom Leadership Program" will be enthusiastically kicked-off at Council at a time to be specified by the Board Committee on Leadership and Council.

4. National Conference on Citizenship

The Board Committee concurs with a recommendation of the Staff that Richard S. Gillis of Richmond, Virginia, a member of the 1966 Committee on Public and Business Affairs, represent Kiwanis International as an observer at the National Conference on Citizenship, meeting in Washington, D.C., September 15-18, 1965.

The Theme this year will be "The Citizen and Law Observance in a Democracy."

Mr. President: I move this recommendation be adopted.

5. Report Forms

Fay McDonald discussed the various report forms. No changes were recommended for 1966. The Staff was advised that Board Representatives to District Conventions would be happy to procure information from Districts, if proper questionnaires were enclosed in Board Representative kit.

6. Mental Health Materials

The committee studied a proposal by the National Association of Mental Health to mail, at Kiwanis cost, prepared materials to all clubs. The committee after reviewing the material, did not recommend a general mailing and will keep a small quantity of material on hand to be sent out only upon specific request, similar to methods used with other materials.

Mr. President: I move we add the materials of the National Association of Mental Health, to our available Public and Business Affairs Committee Bibliography.

At the request of President Ed and concurrence of the committee a short article will be inserted in each Board Member's Kit stating a few pertinent points on the "Freedom Leadership Program" in order to excite the membership on this new program. (Exhibit B)

It is hoped that this material will be given verbatim in your summary remarks at your respective District Conventions.

I move that this report be received.

Respectfully,

WES H. BARTLETT

DERRAL L. CLARK

WALTER H. HOWELL, Q.C.

TED R. JOHNSON

ROBERT F. WEBER, Chairman

Recommendations of the Board Committee

1966 THEME AND OB.

Theme: A CALL TO LI

Objectives:

1. LEADERSHIP FOR GOD:Streng
and re
implem
values2. LEADERSHIP FOR PEACE:Reaffirm our dedication to world peace by
law, understanding, and Canada-United States
example.3. LEADERSHIP FOR FREEDOM:Guarantee every citizen his inherent Consti-
tutional rights by enriching our personal
heritage of freedom. Generate programs
which reinforce and magnify the hallowed
principles upon which free men have excelled.4. LEADERSHIP FOR COUNTRY:Participate in community, state, provincial
and national affairs, thereby strengthening
individual ideals of democracy as an example
to mankind. Support policies protecting
American and Canadian sovereignty, security,
and independence and maintaining an adequate
defense.5. LEADERSHIP FOR GOVERNMENT:Understand principles of Constitutional gov-
ernment, including the rights and obliga-
tions of individual states and provinces;
encourage and recognize citizen involvement.6. LEADERSHIP FOR YOUTH:Build youth for leadership and develop each
to his full capacity through the home, church,
school, Key Club, Circle K and other worthy
youth organizations.7. LEADERSHIP FOR FREE ENTERPRISE:Demonstrate that private enterprise is an
integral part of the overall strength and
success of our nations; oppose all acts and
persons advocating surrender of individual
responsibility to government regulation and
dictation.8. LEADERSHIP FOR KIWANIS:Expand community service; enlarge service-
minded membership; develop programs founded
on Kiwanis ideals.

G #2

this certifies that
 John M. Jones
 is a member of
 the Kiwanis Club of Northport, Me.
 1966

For Use in Summary Talks of Board Representatives to District Conventions

In concluding my remarks to you today, I would like to share with you the exciting unveiling of a new Kiwanis program aimed at the very heart of our American and Canadian heritage.

For several years Kiwanians have seen and experienced an ever-increasing encroachment by government in areas which formerly were reserved for individuals, communities, states, and provinces.

Individual responsibility seems to have lost its respect as government security daily increases its control over citizens. Apathy has become a disease, and the germs of government control run rampant with no cure in sight.

Kiwanians for years have recognized this fateful trend and have shown deep concern through their annual Resolutions.

Two years ago, with the financial help of The Kiwanis Foundation, the Board of Trustees unanimously agreed to develop a program designed to combat the cancerous growth of government power and regulation over areas formerly reserved for individuals and private enterprise --- Kiwanis International wants to stand up and be counted for Freedom; give to all American and Canadian citizens, young and old, facts concerning their rights and responsibilities, urging personal involvement as an individual duty toward preserving for generations to come Freedom for all.

It is hoped this new program being launched this fall and winter, will enrich the lives of all, and help us to defeat ideologies opposed to democracy and bring to the world honorable peace, individual freedom,

law and order, and a new human and spiritual uplifting of citizenship responsibility.

We hope you all will be as thrilled with this new program as those who have had a part in developing it --- and that through it Kiwanis will develop a respected stature in the eyes of freedom-loving people the world over --- and particularly here in the United States and/or Canada.

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

July 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 29, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Derral L. Clark, Walter H. Howell, Q.C., Phillip V. Stout
Chairman - Claude L. Ryder
Staff Member - Virgil H. Gillum

A. PROPERTY OPERATIONS

1. The committee, all being new members of this Board Committee, reviewed the statement of Sudler & Company in detail in order to acquaint it with the month to month operations of the building. The statement covering the first six (6) months of operation was found to be in order and within budget.
2. The committee reviewed preliminary figures in connection with installing an additional air conditioning unit for the Data Processing Department which will cost from \$4,100.00 - \$4,900.00 and this item has been referred to the Finance Committee for consideration.
3. The committee reviewed the estimate for the installation of Thermopane windows for this same department at a cost of \$1,140.00 and this item has been referred to the Finance Committee for consideration.
4. It should be of more than passing interest to know that the Consulting Engineers, Robert G. Burkhardt and Associates of Chicago, who were engineers for this building at the time of construction, feel that these two (2) installations should be considered as one, and that they are vitally necessary before the installation of the new IBM equipment to insure its proper functioning.
5. The committee is unanimous in feeling that a realistic position must be taken in regard to long range depreciation and maintenance planning and that an item for this purpose be included in the 1966 budget. Recommendation to follow.
6. We have directed the office manager to obtain and bring before us at the next meeting, figures for providing the loading dock area with adequate bumper protection from trucks.
7. A brief tour of the building was made by the entire committee with Office Manager Gillum, and it is planning a detailed inspection at the time of the next Board meeting.

B. GOLDEN ANNIVERSARY SUPPLIES OPERATIONS

1. A complete review of the Inventory and Sales of all the Golden Anniversary Souvenir and Promotional items for the past twelve (12) months,

was made in order to minimize the possibility of any substantial amount of these items remaining unsold at the end of the year. Eight (8) items on which we appear to be heavily stocked are going to be offered at a reduced price to each District Golden Anniversary Chairman in a release to go out as soon as possible. These are all things that could be used either as gift or sales items at the District Conventions. It appears that most of the rest of the stock will be sold in the normal manner before Council, but further action will be taken on the remaining stock at that time, if needed. A recommendation in connection with gifts to be presented by International Representatives to District Conventions will be made which, if approved, will further reduce the inventory.

C. SUPPLIES OPERATIONS

1. Sales

Gross Sales of supplies for the six (6) month period were \$399,793.84 up from \$330,201.00 last year, or approximately \$70,000.00 increase with a Net Profit of \$12,158.53.

2. Budget Adjustments

The committee has requested that the Finance Committee increase the "I-92 - Sales Advertising" Account by \$6,572.00 to cover the additional cost of Golden Anniversary promotion.

In addition, we have requested that the Finance Committee increase the "I-4 - Postage/Express" Account by \$10,000.00 to cover the additional cost of shipping items from this department during the Golden Anniversary year. The committee suggests that the budget for Gross Profit on Sales be increased from \$270,000.00 to \$286,572.00 to cover these budget adjustments, and we feel that this is entirely in order, as our projected gross profit will exceed the gross profit of last year, which was \$291,379.00.

3. Status of Supplies Inventory

The committee wishes to call to the attention of the Board the fact that the June 30 Supplies Inventory amounted to \$143,320.00. Of this amount \$10,992.00 represents the printer's cost of the 30,000 KIWANIS AT FIFTY booklets and \$11,118.00 represents the Golden Anniversary items.

D. CONVERSION OF SUPPLIES INVENTORY TO IBM 6400

The first step toward the ultimate conversion of Supplies Operations to the IBM 360 system will actually take place on September 5, 1965 when all invoicing operations in the supply department will be handled on an IBM 6400 invoicing machine. Within ninety days the perpetual inventory will be maintained on the IBM system, and at some later date all of the supplies operations will be on the new 360 system.

E. NEW SUPPLIES ITEM

A newly developed membership card with Theme, Objects and Objectives included was reviewed by the committee. It is our opinion that the existing No. C-2

Membership card be redesigned, to include the desirable features of the new card while retaining all of the features of the old card which have been widely accepted by Club Secretaries.

The Committee recommends that:

1. A maximum of \$4,900.00 be provided for the installation of an additional air conditioning unit for the Data Processing Department.

I move that recommendation 1 be adopted subject to approval of Finance Committee.

2. \$1,140.00 be provided for the installation of Thermopane windows for the Data Processing Department.

I move that recommendation 2 be adopted subject to approval of Finance Committee.

3. An annual reserve account of \$10,000.00 be set up in the 1966 budget for depreciation and maintenance of the General Office Building.

I move that recommendation 3 be referred to Finance Committee.

4. Each Official Representative to District Conventions be provided with three (3) appropriate Golden Anniversary gifts for ladies and three (3) for men, to be presented to District Officers on the occasion of their visit. It is further recommended that these items be gift wrapped and in the hands of the Board members before the end of this Board Meeting.

I move that recommendation 4 be adopted.

5. A budget increase of \$6,572.00 be made to "I-92 - Sales Advertising" Account to cover additional promotion of the Golden Anniversary sales items.

I move that recommendation 5 be referred to Finance Committee.

6. A budget increase of \$10,000.00 be made to the "I-4 - Postage/Express" Account to cover the cost of shipping, due to increased sales.

I move that recommendation 6 be referred to Finance Committee.

7. The 1965 Budget for Gross Profit on Sales be increased from \$270,000.00 to \$286,572.00 to cover the recommendations under items #5 and #6.

I move that recommendation 7 be referred to Finance Committee.

8. The C-2 membership card be redesigned as indicated in the body of this report and submitted to the Board for its approval at the next meeting.

I move that recommendation 8 be adopted.

I move this report be received.

Respectfully,

DERRAL L. CLARK

WALTER H. HOWELL, Q.C.

PHILLIP V. STOUT

CLAUDE L. RYDER, Chairman

REPORT OF BOARD COMMITTEE ON PUBLICATIONS AND ADVERTISINGTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESJuly 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 29, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Steve A. Alford, Jr., Walter H. Howell, Q.C., Edward B. Moylan, Jr., Phillip V. Stout

Chairman - James W. Putnam

Staff Members - Robert Bruce Crippen, Richard E. Gosswiller,
Burton P. Harris, Kenneth O. Johnson

The committee member, Phillip V. Stout, was not present for the entire meeting due to a conflict with the meeting of the Special Committee on Presidential Travel of which he is chairman.

At the request of the Chairman much of this initial meeting was occupied by a comprehensive briefing of the committee by staff members. The department's organization chart was reviewed.

The present 3 year contract with the Fawcett-Haynes Printing Corporation of Louisville, Kentucky, expires with the December 1965/January 1966 issue. This firm has done an excellent job but it is felt that competitive bids should be taken for a new contract in conformity with long standing practice. The specifications for this printing have been reviewed.

Recommendation

The committee recommends that the Director of Publications be directed to proceed with the Purchasing Department to seek competitive bids for the printing of THE KIWANIS MAGAZINE for a 3-year period beginning with the February 1966 issue.

During the course of remarks by Burt Harris, Advertising Manager, he mentioned learning that, due to a change of policy, THE KIWANIS MAGAZINE could employ the services of Starch Reports in their Consumer Magazine report of the markets of the leading magazines of the country. Starch had previously insisted on a minimum circulation of 500,000 and when this survey was reported to the Board two years ago we would have had to combine with the Rotarian and the Lion in order to be included in the study. Had we started two years ago, the first report on THE KIWANIS MAGAZINE would be included in the Starch Report reaching advertising agencies in the spring of 1966. Information based on the surveys now being conducted will be released to agencies in the spring of 1968. We would pay \$2250 in 1965, \$4500 in 1966, and \$2250 in 1967 unless we elect to continue this survey for another two-year period. We would be billed for 1965 on a month to month basis. We will have the money to pay for this as well as other budget adjustments based on income that is in excess of anticipation.

Your committee feels that the employment of the services of the Starch report will accentuate our advertising income in the future. Before recommending this, let us look at the record of net advertising income.

Audited net advertising income for the past five years is as follows:

1961.....	\$73,897.71
1962.....	78,798.74
1963.....	73,943.00
1964.....	88,240.22
January to June 1965.....	61,772.41

We now have \$37,030.40 in advertising income on the books to add to the \$61,772.41 shown above to date for 1965. We expect to exceed \$100,000 and may reach \$120,000.

We are not asking the Finance Committee for any further adjustment at this time but wish to recommend the employment of the Starch report services, realizing that, based on advertising income, further increases in the expense budget can be made at the September or October 1965 meeting of the Finance Committee.

Recommendation

The committee recommends that the Advertising Manager be empowered to employ the services of the Starch reports for an initial two-year study of THE KIWANIS MAGAZINE market after clearing details with the International Secretary and the Director of Publications.

Members of the Board will be interested in knowing that of 276,300 copies of the July/August issue, 6430 went to non-member subscribers. Of these, 2311 were shipped in bulk lots to Key Clubs and Circle K Clubs and the remaining 4119 were sent to schools, libraries, hospitals and individuals.

The committee recommends that:

1. Competitive bids on the printing of THE KIWANIS MAGAZINE be secured.

I move that recommendation 1 be adopted.

2. That the services of Starch Reports be employed for a two year period.

I move that recommendation 2 be adopted.

I move this report be received.

Respectfully,

STEVE A. ALFORD, JR.

WALTER H. HOWELL, Q.C.

EDWARD B. MOYLAN, JR.

PHILLIP V. STOUT

JAMES W. PUTNAM, Chairman

REPORT OF BOARD COMMITTEE ON PUBLIC RELATIONSTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESJuly 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 29, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Member - Dr. R. Glenn Reed, Jr.
Chairman - Edward B. Moylan, Jr.
Staff Member - John L. McGehee

The committee regrets, deeply, the absence of Trustee Nelson O. Fuller, one of its members, who is ill, and wishes for him a speedy and full recovery to health.

1. The committee heard an operational report by the Staff Director of Public Relations. Items covered included:
 - A. A brief restatement of the relationships of the Board Committee on Public Relations, the General Office Public Relations Department, districts, and clubs. It was pointed out that, presently, there is no International Committee on Public Relations, and that the Board Committee acts in that capacity. The committee, after discussing the matter, agreed to explore the idea of recommending establishment of such a committee, such study to include consideration of the responsibilities which the committee might assume.
 - B. A restatement of the responsibilities of the General Office Public Relations Department: furnishing guidance, advice, and assistance to clubs, districts, and to individual Kiwanians on public relations matters; acting as publicity office for Kiwanis International (including assumption of public relations responsibilities for all three national conventions, council, and special events); and administrative duties as assigned by the Secretary. It was suggested, at this point, that letters of congratulation be sent to the new presidents of organizations which work closely with Kiwanis, upon the election of these presidents. Such organizations would include the thirty-five to which Kiwanis is presenting Golden Anniversary gold medallions. The following special Public Relations Department activities were discussed in detail:
 - The issuance of Public Relations Bulletins. These go out each month to District Public Relations Chairmen and District Governors. They are issued over the signatures of the members of the Board Committee on Public Relations.
 - The issuance of biweekly Farm-City Week Newsletters. These are paid for by the National Farm-City Committee. About seventeen are issued each year, commencing on or immediately after the fifteenth of April and continuing through Farm-City Week, which ends on Thanksgiving Day.
 - The issuance of monthly Golden Anniversary Newsletters to all clubs and to other selected Kiwanis addressees. Issues are planned for August, September, and October. The committee feels that a final, wrap-up

letter should be issued following the 1965 Council Meeting. Also issued is a special Golden Anniversary Newsletter to District Golden Anniversary Chairmen and selected Kiwanis addressees. Issues of this, too, will go out in August, September, and October.

- Advance public relations and protocol material on the official visits of Presidents and Presidents-Elect. This material includes pictures, biographical sketches, suggestions on arrangements, "background on the Presidency of Kiwanis International," proposed introduction, suggested fill-in-the-blanks press releases, club bulletin on Kiwanis protocol, and a copy of the Handbook for Kiwanis Public Relations Chairmen.
- Mailings, each fall, to newly appointed, or reappointed, District Public Relations Chairmen. This material includes suggestions on what the chairman's responsibilities are, a copy of the current printed public relations program, a copy of the Handbook for Public Relations Chairmen, and a public relations speech outline.

- G. The committee heard an assessment of the publicity produced by the Golden Anniversary Convention in New York City. It is the feeling of the committee that the national and international coverage of this convention is the best that Kiwanis has ever enjoyed. The committee discussed this publicity record, the publicity of the Key Club Convention, and the publicity attendant to the Golden Anniversary itself. It is the feeling of the committee that the efforts of clubs and districts, coupled with the staff efforts of Public Relations Director John McGehee and his assistant, John Mockenhaupt, played a large part in bringing this outstanding record about, under the leadership of the Board of Trustees. Mr. McGehee and Mr. Mockenhaupt are especially complimented for the part they have played. The committee was especially interested in that publicity which dealt with the efforts of the Kiwanian from Orlando, Florida to capture a strong arm bandit in New York City while the Kiwanian was there for the Golden Anniversary Convention. The committee feels that this Kiwanian should receive a letter of commendation from the Board of Trustees, such letter to be addressed to him, with copies to his club president and his District Bulletin Editor and the local press. His name is Don Barbour, Orlando, Florida Club.
- D. The committee learned that the Staff Public Relations Director, under the direction of the Special International Committee on Golden Anniversary, is making every effort to see that all district conventions, this year, are oriented toward the Golden Anniversary. This is in addition to the regular efforts made each year to help districts and clubs publicize district conventions.
- E. The committee heard plans for Kiwanis' participation, for the twenty-sixth consecutive year, in National Newspaper Week. A kit is currently in preparation. Advance requests for kits seem to indicate that 650 to 700 of them will be ordered by clubs this year. It is being suggested that National Newspaper Week be tied into the Golden Anniversary this year, through building National Newspaper Week meetings around presentation of Golden Heritage of Free Speech awards to local editors as Kiwanis' Golden Anniversary tributes to these editors.
- F. The committee was advised that plans are going ahead in the regular way for publicity for the Annual Convention of Circle K International to be held August 30 to September 2 of this year at Miami Beach, Florida.

2. The committee discussed plans currently underway to insure Golden Anniversary activity until, at least, the time of the fall Council Meeting. No new projects are being envisioned. However, effort will be made to see that full utilization is made of all the plans and all the aids so far made available to clubs and districts, such as the 24-sheet billboard posters, presentation of blank checks of service, presentation of Golden Service Awards, Golden Anniversary ladies nights, use of the film NO MAN STANDS ALONE, etc.
3. The committee reviewed the budget for the department and found the department to be operating within its budget.
4. The committee considered recommending that, as a policy, speakers on the several sides of political thinking be invited to address international conventions, recognizing that efforts along these lines have been habitually made in the past. The committee felt, that from a public relations standpoint, this was desirable, and suggested that this thinking be made known to the Board Committee on Convention, with the possibility of action on the matter being taken by that committee.
5. The committee discussed at some length the desirability of reinstating the Congressional and Parliamentary Dinners. It was decided to investigate the best ways to handle these, as to format, time of day, time of year, method of inviting the legislators, etc., with a Parliamentary Luncheon or Dinner to be undertaken first. It was felt that, perhaps, a breakfast meeting might be best for the Congressional affair; and that such affairs in both the United States and Canada be held only during election years.
6. The committee discussed the desirability of requesting space in the World Exhibit of Law Codes and Historic Law Documents at the Washington World Conference on World Peace Through Law this September, for an exhibit of either "You and the Law" or the "Inquiry Series on the Constitution." The committee felt the idea was a good one from a public relations standpoint, and that it should be undertaken providing the display cost no more than \$200.00.

The committee recommends:

1. That a suitable letter be sent to Kiwanian Don Barbour of Orlando, Florida, commending him for his action in New York in connection with the arresting of a man who stabbed another person on the street.

I move this report be received.

Respectfully,

DR. R. GLENN REED, JR.

EDWARD B. MOYLAN, JR., Chairman

REPORT OF BOARD COMMITTEE ON SPONSORED YOUTH ORGANIZATIONS

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

July 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 29, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - James M. Moler, Derral L. Clark, James W. Putnam
Chairman - Jack Willis
Staff Members - J. Frank McCabe, Robert F. Lucas, William H. Jepson,
Don E. Blom

1. The committee considered the referral from the International Secretary's Report that Robert F. Lucas be appointed Director of Key Clubs and will so recommend.
2. Robert Lucas reported on the Key Club International Convention held in New York. Total registration was 2,283 which included 166 Kiwanians. The Key Clubbers were high in their praise for the assistance rendered by International Trustee Bob Weber and President Ed Moylan in making this convention the success it was. They were also well pleased with the members of the staff, International and District committee members for their contributions. Acting Director Lucas also paid special tribute to those from the office staff that had assisted so well in handling the work of the convention.
3. Your committee was pleased to note the Resolutions adopted by the convention. These were of such a nature that all Kiwanians can be proud of our Key Club organization and its members.
4. The amendments to the Constitution and Bylaws were considered and while they were mainly for clarification, met with the approval of the committee.
5. Bob Lucas advised that the amendments which would be considered at the 1966 Convention would be circulated to the members of the committee for their consideration. These will be dealt with at the October committee meeting.
6. The matter of the International office supplying the names of the graduating Key Club members as prospective Circle K members was discussed and your committee is of the opinion that such information should not be forwarded by the General Office but could be supplied by the district if so decided by the district board, and will so recommend.
7. The matter of the dates of the 1966 Key Club Convention were considered and Don Vaughn advised that the convention could be accommodated at the Hilton in Chicago, June 26-29 or at the Hilton in Denver, July 6-10. Your committee will recommend that the dates of June 26-29 be recommended by the Key Club Board as the first choice for the 1966 convention.
8. Your committee considered the recommendation of the International Secretary that study be given to rescheduling the time of the Key Club Convention to insure better attendance of adult advisers. It was thought that this could not be considered until the matter of the scheduling of the Kiwanis International Conventions be finalized.

9. Bill Jepson reported on the plan for the Circle K Convention to be held at Miami Beach, August 30-September 2. It was noted with satisfaction that the Kiwanians adjacent to the convention location had shown considerable interest in the coming convention and that Circle K had taken steps to encourage Kiwanians who would be in attendance to bring their wives.
10. The matter of the mailings to Circle K faculty advisers was discussed and your committee is of the opinion that this should be discontinued and will so recommend.
11. The request from Governor Bill King of the Montana District for the approval of a Circle K District was reviewed and your committee will recommend approval.
12. The financial statements of both Circle K and Key Club were considered and found to be within budget and it is expected that they will complete the year within the budget figures.
13. The extension of Circle K and Key Club into non-districted areas received considerable discussion and while your committee is of the opinion that all Kiwanis clubs should have the privilege of sponsoring these clubs your committee wishes to retain the matter until the Extension Committee make their recommendation as to the administration in these areas.
14. The forthcoming meeting of the district chairmen of Circle K and Key Clubs was discussed and any change in the dates of November 5-6 will be left until after the report of the Committee on Leadership and Training is received. The matter of allocation of the expenses while in Chicago was discussed and it is the understanding of the committee that this is to be charged to Key Club. Your committee considers this would set a precedent which would be detrimental to such meetings in the future, and will recommend that this cost be divided between Key Club and Circle K.

The committee recommends:

1. That Robert F. Lucas be appointed Director of Key Clubs.

I move recommendation 1 be adopted.

2. That the names of graduating Key Club members not be supplied by the General Office but that the districts could do so if they desired.

I move recommendation 2 be adopted.

3. That the dates of the 1966 Key Club Convention in Chicago be changed to June 26-29.

I move recommendation 3 be approved and forwarded to the board of Key Club International for their consideration.

4. That the practice of mailings to Circle K faculty advisers from the General Office be discontinued and such mailings be made only on request.

I move recommendation 4 be approved.

5. That the Circle K District of Montana be approved.

I move recommendation 5 be approved.

6. That the host expenses of the District Chairmen of Key Clubs and Circle K be divided between Key Club and Circle K and that Circle K be subsidized by Kiwanis International if necessary.

I move this be referred to the Finance Committee.

I move this report be received.

Respectfully,

JAMES M. MOLER

DERRAL L. CLARK

JAMES W. PUTNAM

JACK WILLIS, Chairman

REPORT ON THE 22ND ANNUAL CONVENTION OF
KEY CLUB INTERNATIONAL TO THE BOARD OF
TRUSTEES OF KIWANIS INTERNATIONAL.

It is indeed a privilege to have been selected and assigned Board Representative to the Key Club International Convention meeting in New York City.

Meeting with the Key Club Board, the Convention Committee, the Resolutions Committee, Adult Planning Meetings, International Council, Faculty Advisers, District Chairmen and many interested Kiwanians present along with attendance at all General Sessions was a genuine thrill.

These young men represent the highest calibre of leadership potential and certainly gained the respect of the many adult groups with whom they associated. It was also most gratifying to hear the fine commentaries of the Hotel guests and others not attached to Kiwanis. We truly gather together an outstanding group of young men who abide by the higher standards of citizenship, individual and group responsibility.

I am grouping various topics rather than give a day to day chronological story, thus avoiding repetition in various areas.

SPEAKERS:

Thomas P. Ewbank -- President of Circle K International.
Otto Graham -- Head Football Coach, United States Coast Guard.
Dr. Ralph Sockman -- Minister Emeritus, Christ Church Methodist.
Edward B. Moylan, Jr. -- President of Kiwanis International.
Perry Bullington -- Vice-President, Key Club International.

Jack Dempsey, Former Heavy Weight Champ made an appearance on Wednesday during the morning session.

All presented realistic challenges to the Delegates and members and each one was received graciously and applauded enthusiastically for their special part in the program.

ADULT LEADERS:

It was amazing to see the interest and effectiveness of the Adult Leaders. Each one sensed the need for responsibility over the group supervised -- and observation related true dedication to the Key Club Program and particularly the boys who make up the membership.

They handled each situation promptly and with finesse, thus avoiding potential problems.

Of course, there were several problems, but all were relatively insignificant because the boys themselves (with their own Sergeant at Arms Committee) and adult leaders responded quickly and efficiently.

Special mention should be made and commendation given International Chairman Ervin Queen and Jack Farlow for their outstanding work throughout the Convention.

KEY CLUB MEMBERS AND DELEGATES:

The calibre of boy represented in Key Club was certainly noticeable. Even unrelated guests to the Key Club living at the Commodore Hotel marveled at the sharpness of looks, (no Beadle Haircuts, etc.), in fact all wore shirts, ties and coats at all sessions and while in and around the hotel -- the employees of the Commodore Hotel commented with remarks, such as: "This is the finest group of young men we've ever seen, and so well disciplined." These types of remarks make one feel proud to be associated with this Youth Leadership and Service Group.

ELECTION PROCEDURES:

Following each day's general meetings, District members and Delegates meet in an assigned headquarter. Attendance is required and adult District leaders check up on those persons not present.

During these caucus meetings all of the candidates for office, including their election managers visit each District and present their platform -- this means that each candidate visits 30 caucuses some time during their meetings. After their brief presentation the meeting is opened up for general questioning, the like of which you would never expect. Key Club candidates must be well informed and poised for the membership is looking for top leadership.

The nominating Caucus and general election thereafter pretty well follows normal Kiwanis International procedure.

STAFF OPERATIONS:

I wish to compliment J. Frank McCabe, Bob Lucas, Don Vaughn, John Mockenhaupt, Don Blum, John McGehee and all those who worked in the office, registration desk and supply department as well as every other place where they were needed.

The interest and well being of the Key Club Boys were foremost in their minds -- and this along with the adult leaders and sponsors was responsible for the outstanding success of the convention.

CONTESTS:

Seven types of competition were participated in by the boys, Clubs, and Districts as follows:

1. Oratorical Contest
2. Impromptu Essay
3. District Publications
4. Scrap Books
5. Single Service
6. Achievement
7. Talent Show

Awards were given in each instance -- and I only wish each member of the International Board could have seen and heard the professional status of excellence in each of the above categories.

In concluding this report let me state that our sponsoring of Key Club International is a project for which we can be proud -- as it is a program that reaches the top youth in our countries.

If this were our only project it would be creditable -- and only as you see and understand the full program of Kiwanis International in Action do you appreciate the scope and worthiness of our outstanding Community Service Organization which you and I have the pleasure and opportunity to build and serve.

A list of the new Officers, Resolutions and recommendations have been sent to the International Office and will certainly be reviewed by the Board Committee on Sponsored Youth.

To Kiwanis I say "Thank You" for this Key Club experience and privilege of working with each of you.

Respectively submitted,

ROBERT F. WEBER

KEY CLUB INTERNATIONAL OFFICERS

1965-1966

President

Daniel W. Richey (757-3826)
112 Woodland
Ferriday, Louisiana
Ferriday High School

Vice-Presidents

Kevin W. Miller (CY 3-2659)
1519 Ninth Street
Anacortes, Washington
Anacortes High School

Richard G. Smolev (TF 2-5743)
421 Starin Avenue
Buffalo, New York
Bennett High School

Secretary

Louis P. Kalivoda, Jr. (325-3720)
301 Fern Street
Palatka, Florida
Palatka Senior High School

Trustees

John Anderson (20689)
219 Indiana Street
Rapid City, South Dakota
Rapid City High School

David L. Houston (847-4556)
16322 Del Mar Lane
Huntington Beach, California
Marina High School

Paul B. Armstrong (437-0901)
3433 Catherine Drive
Allentown, Pennsylvania
Parkland High School

D. Colley Joseph (343-1329)
1828 Cloverdale Avenue
Baton Rouge, Louisiana
University High School

Daniel A. Blom (4725)
116 Humphrey Street
Logansport, Indiana
Logansport High School

Doug R. Lockington (742-0364)
614 Gilmour Street
Peterborough, Ontario
Peterborough Collegiate

Allen W. Freebury (587-3341)
715 South Seventh
Bozeman, Montana
Bozeman Senior High School

Michael McKinney (GA 3-0731)
2013 East Jackson
Harlingen, Texas
Harlingen High School

Eugene A. Gordon, Jr. (JU 4-6022)
2942 Amherst Avenue
Burlington, North Carolina
Williams High School

William E. Partridge (1166)
#6 The Cove
Demopolis, Alabama
Demopolis High School

Leslie B. Hoover, III (821-5741)
183 North Main Street
Madisonville, Kentucky
Madisonville High School

Larry A. Wohlford (MO 2-2245)
818 East Seventh Street
Hutchinson, Kansas
Hutchinson High School

AMENDMENTS
TO THE
CONSTITUTION AND BYLAWS OF KEY CLUB INTERNATIONAL

Adopted July 14, 1965

CONSTITUTION

AMENDMENT NO. 1

Amend Article 9, Section 1 to read:
The Board of Trustees shall consist of the President, the two (2) Vice-Presidents, the Secretary, and the twelve (12) Trustees; in addition, the Key Club International Adviser and the Director of Key Club International shall serve as ex-officio members of the Board and shall enjoy all privileges of regular Board membership except the right to vote.

PRESENT PROVISION

Present Article 9, Section 1:
The Board of Trustees shall consist of the President, two (2) Vice-Presidents, the International Key Club adviser, the Treasurer, the Secretary, the Director of Key Club International, and the twelve (12) Trustees.

BYLAWS

AMENDMENT NO. 2

Amend Article 1, Section 5(a) to read:
Each Key Club should hold its election of officers (president, vice-president, secretary, and treasurer) at a meeting in February. These officers will take office in May and serve for one year or until their successors are duly elected and installed. These officers-elect (from February to May) shall be observing members of the board of directors of the club, in order that they may become familiar with the administration of the club.

PRESENT PROVISION

Present Article 1, Section 5(a):
Each Key Club shall hold its election of officers (president, vice-president, secretary, and treasurer) at a meeting preferably in February. These officers will take office in May and serve for one year or until their successors are duly elected and qualified. These officers-elect (from February to May) shall be ex-officio members of the board of directors of the club, in order that they may become familiar with the administration of the club.

RESOLUTIONS

ADOPTED BY THE
TWENTY-SECOND ANNUAL KEY CLUB CONVENTION
NEW YORK, NEW YORK - JULY 11-14, 1965

INDIVIDUAL RESPONSIBILITY

WHEREAS, the protection of our God-given Freedoms depends upon the integrity of our elected leaders:

BE IT RESOLVED, that each Key Clubber urge his parents to familiarize themselves with the candidates and issues, and then to vote with a mind toward the common good.

BE IT FURTHER RESOLVED, that each Key Club stimulate political interest and awareness in the community.

LOCAL KEY-KIWANIS CLUB RELATIONSHIPS

WHEREAS, the members of Key Club International appreciate the guidance of Kiwanis International and fully support the Kiwanis programs of community service, and

WHEREAS, the members of Key Club International out of appreciation for its sponsors, wish to cooperate in every way possible:

BE IT RESOLVED, that each Key Club member should devote personal service to his Kiwanis Club.

UNITED STATES-CANADA RELATIONS

WHEREAS, Key Club International recognizes the value of continued Unity and Brotherhood between our two Nations:

BE IT RESOLVED, that we of Key Club International solidly support the long standing United States-Canadian relations and shall lend support to the United States-Canada Goodwill Week.

AMERICAN-CANADIAN HERITAGE

WHEREAS, American and Canadian Heritage has been and is the Safeguard of individual Freedom; and

WHEREAS, "Appreciating Our Heritage" is a basic Objective of Key Club International;

BE IT RESOLVED, that we initiate and support programs which will strengthen our belief in Freedom and Liberty.

SMOKING AND DRINKING

WHEREAS, the membership of Key Club International are aware that the image presented by themselves is representative of that of all teen-agers; and

WHEREAS, the public is confronted by a minority of teen-agers who present an unfavorable picture of our age group, and

WHEREAS, Key Club Members find smoking and drinking unhealthy and in no way beneficial;

BE IT RESOLVED, that Key Club International urge every Key Clubber to combat the habits of smoking and drinking.

HIGH SCHOOL DROPOUTS

WHEREAS, the number of High School Dropouts increase every year, and

WHEREAS, the dropout suffers the economic and social consequences of his action;

BE IT THEREFORE RESOLVED, that Key Club International take a firm stand against dropping out of High School, and support programs to inform our fellow young people, as well as ourselves, of the advantages of completing an education.

SCHOLARSHIPS

WHEREAS, we of Key Club International realize the growing need of a college education, but also recognize the increasing difficulty to obtain an education; and

WHEREAS, we realize that frequently many deserving students are deprived of their education; and

WHEREAS, we realize the great value of the numerous Key Club Scholarships, such as those offered by Yale, Grinnell and Lawrence;

BE IT RESOLVED, that we of Key Club International work to obtain more Scholarships on the International, District and local Club level.

HEALTH

WHEREAS, Key Club International recognizes the danger of mental and physical illness to the well being of all people; and

WHEREAS, Key Club International realizes the tragedy and grief that accompanies a serious illness;

THEREFORE, BE IT RESOLVED, that Key Club International support effective programs for the education of the public to the dangers and preventive measures of many diseases, and

BE IT FURTHER RESOLVED, that each individual Key Club sponsor at least one project each year for a health organization of its choice.

GENERAL APPRECIATIONS

WHEREAS, many excellent speakers were heard at the Twenty-Second Annual Convention:

BE IT RESOLVED, that the members of Key Club International extend deep thanks to Commander Otto Graham, United States Coast Guard Academy; Dr. Ralph W. Sockman, Minister Emeritus, Christ Church Methodist; Edward B. Moylan, Jr., President of Kiwanis International; and Thomas P. Ewbank, President of Circle K International.

WHEREAS, Kiwanis International has unselfishly sponsored Key Club International for the past forty years:

BE IT RESOLVED, that Key Club International congratulates Kiwanis on the celebration of their Golden Anniversary.

WHEREAS, Key Clubbers at this convention were honored by the presence of many outstanding Kiwanians:

BE IT RESOLVED, that Key Club International sincerely thank Kiwanis International President Edward B. Moylan, Jr.; Mr. Robert F. Weber, Kiwanis International Trustee; Mr. Stuart M. Henderson, Ohio District Key Club Chairman for leading the singing and Judge Michael D'Auria, Kiwanis Host General Chairman.

BE IT FURTHER RESOLVED, that Key Club International heartily thank Mr. Ervin S. Queen, Chairman of the International Committee on Key Clubs, not only for his presence and guidance at this convention but, also, for his counseling the Key Club International Board throughout the entire year. Key Club International also expresses its sympathy at the illness of Kiwanis Board Counselor Trustee Nelson O. Fuller.

BE IT FURTHER RESOLVED, that Key Club International thank the convention host committee, Key Club Host Chairman Nicholas Garaufis, the Commodore Hotel, The City of New York and the New York convention bureau for hosting this Twenty-Second Annual Convention of Key Club International.

BE IT FURTHER RESOLVED, that this convention express its thanks to the two convention organists George Buchas and Marvin Kubaszewski, and to the Chairman and members of the Sergeant at Arms Committee who have all contributed to the success of this convention. Certainly we extend our thanks to all of the individual Key Club advisers, who not only attended the convention, but also to all of the many others who guide us during the year.

BE IT FURTHER RESOLVED, that the members of Key Club International extend a most heartfelt thanks to the International Board for the fine job they have done this year.

We know that this has been the best Key Club International Convention in history. Be it resolved that we commend J. Frank McCabe, Director of Youth Services, Robert F. Lucas, Acting Director of Key Clubs, Don E. Blom, Assistant Director of Key Clubs, and all the other staff members of the Chicago Kiwanis Office who have done a superb job in making it so.

The members of the Committee on Resolutions would like to thank the counselors and advisers whose aid has been invaluable. To Kiwanis International Trustee Robert F. Weber and to Key Club International Chairman Ervin S. Queen we extend our thanks. In addition to these men we would like to thank Louis "Woody" Jenkins, our outstanding Key Club International Trustee and counselor.

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

July 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 29, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Steve A. Alford, Jr., Harold M. Heimbaugh, James W. Putnam
Chairman - Wes H. Bartlett
Staff Member - L. A. Hapgood

Absent: Member - Nelson O. Fuller

1. Letter from Past President Claude B. Hellmann re Auxiliaries

At the meeting of the International Board, July 1-2, after some discussion of a letter to Secretary Peterson from Past President Claude B. Hellmann under date of June 21, referral was made to this committee.

The letter reopened the question of auxiliary bodies, particularly in relation to Ki-Wives National, and the possibility of a standardized name for women's groups.

Specific reference was made to courses open to us for consideration:

- (1) the rescinding of Article XV, Section 1, of our Constitution;
- (2) the taking of action to stop the use of the name "Ki-Wives."

This letter was carefully reviewed as well as other letters related to this specific case.

In regard to the first point, it is the intention of the committee to recommend retention, in present form, of Article XV, Section 1, which states: "There shall be no auxiliary bodies created within this organization."

Although some advantages might be seen in the sanctioning of an approved name, many other concerns might be developed far outweighing the advantages. These other concerns might be such as questions raised by established unofficial groups with other names, as well as questions being raised by groups contemplating establishing new groups of unofficial status who might assume International acceptance and recognition merely by the fact a uniform name has been given sanction.

With reference to the second point, the committee reaffirms its former position and feels no legal action should be taken at this time.

Recommendation 1

We reaffirm our belief in Article XV, Section 1, of the Constitution, and recommend that no change be proposed in this article and section.

I move that recommendation 1 be adopted.

2. Report on Registration of Name and Emblem outside the United States and Canada

a. Mexico

We are happy to advise the Board that the registration of the name and emblem has come through for Mexico.

The firm Baker, McKenzie and Hightower is now taking steps necessary to protect our publication in Mexico.

b. Europe

Progress is being made toward protection of our name and emblem in Europe. We have received and studied preliminary draft of materials. Suggested alterations in structure have been prepared and will be submitted to the firm for possible changes to make them acceptable. We anticipate that in the not too distant future we will have such protection of our name and emblem in other countries.

3. Filling vacancies in International office

The committee had referred to it a letter from Past Governor Ernie Chapman of the California-Nevada-Hawaii District wherein the question was raised about filling vacancies in the office of Vice-President and Treasurer. The request was for consideration of the manner the Bylaws now call for filling a vacancy in these offices. The present form states in Article XIII, Section 3, "In the event of vacancy in the office of Vice-President or of Treasurer during the administrative year, the Board of Trustees shall elect a qualified member of a chartered club to fill the office for the unexpired term....."

Past Governor Chapman recommended the vacancies should be filled from the membership of the Board. It was the considered opinion of the committee that at the moment we did not believe it in the best interests to propose any change in this Bylaw. We are retaining this for further consideration.

I move this report be received.

Respectfully,

STEVE A. ALFORD, JR.

HAROLD M. HEIMBAUGH

JAMES W. PUTNAM

WES H. BARTLETT, Chairman

REPORT OF SPECIAL COMMITTEE ON PRESIDENTIAL TRAVEL
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

July 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 29, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Harold M. Heimbaugh, Marshall E. Jetty, Ted R. Johnson,
and Robert F. Weber
Chairman - Phillip V. Stout
Staff Members - L. A. Hapgood and G. Robert Harrison

This report and the two preceeding reports, both of which have been adopted, constitute the total and final report of this special committee. We each appreciate the opportunity to offer our services in this interesting matter.

In the interest of conserving the health and time of the International President, we recommend the following to the President in planning his visitations:

Recommendation 1. That adequate time be spent on administrative direction in the General Office.

I move that recommendation 1 be adopted.

Recommendation 2. That visitations be limited to not more than sixty (60) visits (see tentative suggested schedule, Exhibit A) based on member population of District, area, and number of clubs with a margin left for distressed or troubled areas.

I move that recommendation 2 be adopted.

Recommendation 3. That the use of regional conferences be held within the budget. Further that all visitations be made for the purpose of training and administration rather than purely of a social nature.

I move that recommendation 3 be adopted.

Recommendation 4. That scheduling of Presidential visitations be done by the General Office.

I move that recommendation 4 be adopted.

Recommendation 5. That the budget for International extension include monies for all visitations by the President or his designated representative to International clubs or their conferences, and that only this budget be used for such travel.

I move that recommendation 5 be adopted.

Recommendation 6. That the matter of secretarial services for the President in the General Office be referred to the Board Committee on Administration and Structure, since this matter seems to be beyond the scope of this special committee.

I move that recommendation 6 be referred to the Board Committee on Administration and Structure.

Recommendation 7. That the training of the Governors emphasize the administrative visits and combined social and administrative visits so that each Governor will be aware that he is to make only one visitation to each division, reduce special events visits to a minimum and permit his lieutenant governors to be the leaders in their respective divisions; further that the lieutenant governors report only their three official visitations and stress other visits to clubs to be made for administrative purposes. Since this is again beyond the committee's scope, we refer this to the Board Committee on Administration and Structure.

I move that recommendation 7 be referred to the Board Committee on Administration and Structure.

Recommendation 8. That the General Policies accepted by the Board in this and the other two reports of this committee be placed in proper form by the Laws and Policies Committee.

I move that recommendation 8 be referred to the Board Committee on Laws and Policies.

I move this report be received.

Respectfully,

HAROLD M. HEIMBAUGH

MARSHALL E. JETTY

TED R. JOHNSON

ROBERT F. WEBER

PHILLIP V. STOUT, Chairman

SUGGESTED VISITATION FOR PRESIDENTIAL TRAVEL

Alabama	1	Nebraska-Iowa	2
California-Nevada-Hawaii	3	New England	3
Capital	1	New Jersey	1
Carolinas	1	New York	3
Florida	2	Ohio	2
Georgia	1	Ontario-Quebec-Maritime	2
Illinois-Eastern Iowa	2	Pacific Northwest	3
Indiana	2	Pennsylvania	2
Kansas	1	Rocky Mountain	1
Kentucky-Tennessee	2	Southwest	1
Louisiana-Mississippi-West Tennessee	1	Texas-Oklahoma	3
Michigan	2	Utah-Idaho	1
Minnesota-Dakotas	2	Western Canada	2
Missouri-Arkansas	2	West Virginia	1
Montana	1	Wisconsin-Upper Michigan	2

TOTAL CLUBS: 53

REPORT OF THE TREASURERTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESJuly 31, 1965

The treasurer's report consists of a Comparative Balance Sheet as of June 30, 1965 and June 30, 1964. This statement is attached.

The first item under CURRENT ASSETS is "Bank and Cash Balances." As of June 30, 1965, they amounted to \$61,337, as compared to \$163,248 at this same time last year. There are several reasons why our cash balance is down approximately \$100,000 this year. First of all Accounts Receivable immediately below this figure is up \$12,000 this year. Our Inventory is up \$37,000; Prepaid Expense has increased \$7,000, and on page 2, the Liabilities and Capital, you will note that the Accounts Payable have decreased this year by approximately \$50,000. Then adding to the Cash Balances, Accounts Receivable and our other assets, we have a total Current Asset of \$333,824.

The next section of our balance sheet consists of our "Funded Reserves." These total \$317,833. The \$10,000 growth in this area can all be attributed to interest earned within the fund. Finally, if we add our other asset figure of \$22,379, we have a total asset figure of \$674,036.

On page 2, we have our Liabilities and Capital. The first figure which is the Total Current Liabilities is \$114,000, as compared to \$163,000, at this same time last year.

Next is our Deferred Income which amounts to \$3,352. This gives us a total Liability figure of \$118,019. In the Capital Section of the balance sheet we have the Capital Account for our Reserve Section, as well as the Unrestricted Capital Balance at June 30, 1965 which amounted to \$237,124.

Respectfully,

MARSHALL E. JETTY,
Treasurer

KIWANIS INTERNATIONAL

COMPARATIVE BALANCE SHEET

AS OF JUNE 30, 1965 AND 1964

A S S E T S

1 9 6 5

1 9 6 4

Current:

Bank and Cash Balances	\$ 61,337.41	\$163,248.93
Accounts Receivable:		
International Dues	\$ 28,886.07	\$ 24,281.06
Magazine Subscriptions	5,585.98	3,538.82
Supplies	42,266.99	41,073.27
Advertising	5,112.10	7,734.04
Key Club	-	-
Circle K	-	-
Miscellaneous	<u>6,871.16</u>	<u>-</u>
	88,722.30	76,627.19
Inventory	143,321.02	107,025.33
Prepaid Expenses	17,815.91	10,917.60
Unexpired Insurance	3,802.55	4,941.03
Deposits:		
Postage	11,400.00	10,400.00
Air Travel	425.00	425.00
Building Management	<u>7,000.00</u>	<u>7,000.00</u>
Total Current Assets	\$333,824.19	\$380,585.08

Reserve Funds:

Funded:

Cash on Deposit	\$ 8,638.51	\$ 49,007.30
Canadian Time Deposit	25,000.00	25,000.00
U. S. Treasury Bonds	98,712.88	48,738.13
U. S. Savings Bonds	146,123.75	146,123.75
Dominion of Canada Bonds	35,000.00	35,000.00
Accrued Interest	<u>4,357.97</u>	<u>3,455.23</u>
	317,833.11	307,324.41

Golden Anniversary:

Cash on Deposit	\$ -	\$ 30,248.20
U. S. Treasury Bill	-	11,558.36
Due to Golden Anniversary	-	-
Accrued Interest	<u>-</u>	<u>72.63</u>
	-	41,879.19

Other Assets:

Advances:

Pension Trust	\$ 10,727.86	\$ 10,612.46
Travel	11,650.21	8,539.22
Kiwanis International Building	<u>1.00</u>	<u>1.00</u>
	22,379.07	19,152.68

Total Assets	<u>\$674,036.37</u>	<u>\$748,941.36</u>
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KIWANIS INTERNATIONAL
COMPARATIVE BALANCE SHEET
AS OF JUNE 30, 1965 AND 1964

L I A B I L I T I E S

	<u>1 9 6 5</u>	<u>1 9 6 4</u>
Current:		
Accounts Payable	\$ 70,976.58	\$119,672.26
Accrued Liabilities	<u>43,690.70</u>	<u>44,105.75</u>
Total Current Liabilities	\$114,667.28	\$163,778.01
Deferred Income:		
International Dues	\$ 332.06	\$ 642.20
Magazine Subscriptions	3,020.11	3,020.11
Directory	-	-
Cobo Hall	<u>- 3,352.17</u>	<u>- 3,662.31</u>
Total Liabilities	\$118,019.45	\$167,440.32

C A P I T A L

Reserves:		
Funded	\$318,892.69	\$307,324.41
Golden Anniversary	<u>-</u>	<u>41,879.19</u>
Total Reserves	318,892.69	349,203.60
Unrestricted Capital	<u>237,124.23</u>	<u>232,297.44</u>
Total Liabilities and Capital	<u>\$674,036.37</u>	<u>\$748,941.36</u>

ANALYSIS OF CAPITAL

Balance as of June 1, 1965	\$197,099.49
Excess of Income over Expenses	<u>42,034.32</u>
	\$239,133.81
Less:	
Transfer to Reserve	
Funded	2,009.58
Golden Anniversary	<u>-</u>
Balance as of June 30, 1965	\$237,124.23

REPORT OF BOARD COMMITTEE ON FINANCE

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

July 28-August 1, 1965

DATE OF COMMITTEE MEETING: July 29, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Marshall E. Jetty, Dr. R. Glenn Reed, Jr.
Chairman - Harold M. Heimbaugh
Staff Members - O. E. Peterson, Thomas W. Fitzgerald

We would like to first familiarize the new members of the board with the duties of the Finance Committee.

The Finance Committee consists of three members. This year, it includes the President-Elect, Dr. R. Glenn Reed, Jr., and the Treasurer, Marshall E. Jetty, and your Chairman. Under the Bylaws and Policies of Kiwanis International, the Finance Committee is charged with the examination of monthly reports of all financial operations and at the end of the year receives and examines the annual report of our certified public accountants, Seidman and Seidman. We investigate and report on all financial matters before action is taken by the Board of Trustees. We supervise the preparation of the Annual Budget and present it to the Board of Trustees for consideration and adoption. Our fiscal year begins on the first day of January and ends, of course, on the last day of December.

The committee reviewed the June financial statement. It was found in order and approved. The committee was advised by Comptroller Fitzgerald that the Golden Anniversary Convention expenditures will be recorded in the month of July; therefore this report will not pertain to the convention operation. We will give a detailed explanation of the convention operation at both the September Executive Committee Meeting and the October Board Meeting. You will recall that at the July Board Meeting the Finance Committee report indicated that if we did not reach our budgeted registration prior to the opening of the convention, that the convention could result in a deficit in 1965. As you know, not only did we not reach our budget as far as the pre-convention registration is concerned, but even with our cash registration we still fell short of our budget by approximately \$7200. Several unanticipated emergencies, such as the taxicab strike, the NEA meeting just prior to the opening of the Convention, which required extra overtime help, and other lesser items contributed to additional costs. Therefore the deficit that was expected a few months ago will be realized we are sure. However, we are not certain as to the extent of it at this date.

The summary of operations pertaining to the general area, Magazine and Supply Departments realized an excess of income over expense for the month of June of \$27,145. which gives us a year-to-date excess of income figure of \$29,469. In the general area, income from dues, charter fees, interest and processing fees total \$481,510 for the first six months of this year. This leaves us an unexpended income budget balance for the second half of 1965 of \$477,276. It has been our experience in the past years that the second six months of each year usually produce more income in dues, as well as magazine subscriptions. Therefore, it appears that at this date we will reach our income budget at December 31, 1965.

As for the total expense in the general area: We find that the total expenditure for all of the departments concerned amounted to \$435,647. which leaves us with an unexpended budget balance at June 30, of \$544,741. It would appear that we would be well under budget at this point since we have spent less than 50% of our budget as of this date. However, this is not the case since in the second half of the year we do have heavier expenditures, namely, the Council and all of our leadership training material. Taking this into consideration it appears that our total expense budget of \$980,389. is not in danger at this point.

Division "H" the Magazine has realized income of \$276,219. for the first six months of 1965. This is compared to a budget of \$509,969. Here again it appears that we will not only achieve our income budget in this area but it is fairly certain at this time that it should be exceeded by a few thousand dollars.

The total expenses for the Magazine at June 30, amounted to \$304,772. against a budget of \$503,123. Even though we will have fewer Magazine in the second half of this year, 4 as compared to 6 in the first half, the committee is of the opinion that there may be an excess of budget in the magazine expense pattern for the year 1965. However, if an over-expenditure in the expenses should occur we are confident that this will be matched by an excess of budget income in this area.

The Supplies area has produced \$399,793. in sales for the first six months. This compares to \$330,201. at this time last year. Once again we are running well ahead of the previous year and this pattern seems to be well established in the last few years. The gross profit on sales at this point is \$153,410. The budget for the year is \$270,000. Therefore in order to meet this budget it will be necessary for us to produce a gross profit for the next six months of \$116,589. Last year in this same period we produced \$154,884. Therefore, we are confident that this budget will be reached and perhaps exceeded by December 31, of this year. In order to realize the greater sales that we have recorded this year, we have also expended some additional expense. At June 30, the total expense for the Supplies Department was \$141,251. This is against a full year's budget of \$239,070. This leaves us with an unexpended budget balance of \$89,718, so therefore, we will run considerably over budget as far as expenses are concerned. However, we are confident that here again, as in the case of the Magazine Department that the excess of income will more than offset the over-expenditure which will accrue in the Supplies Department.

The committee is concerned about the costs of printing annual standing committee programs and other printing and mailing costs for the promotion of such programs. We feel that there is a possibility of streamlining this procedure and maintaining certain emphasis points of these programs from year to year, without constant reprinting of the same or similar paraphrased expressions. The committee is of the opinion that this streamlining and curtailment of much printing and mailing could conceivably result in considerable dollar saving plus the possibility of achieving better results in accomplishment by clubs. We feel that this streamlining and possible elimination of excess or near duplication printing should be studied by the Committee on Administration and Structure and possibly by the Committee on Leadership and Council, as well as this Committee on Finance.

Earlier in the year the Board voted to revoke the charters of the following clubs with accounts receivable balances.

South Rockwood, Michigan	\$30.00
Kinsman, Ohio	5.00
Parkway, Scarborough, Ontario	38.00

In the opinion of the committee, these accounts should be written off.

The statement of cash receipts and disbursements for Key Club International for the three months ended June 30, 1965, was reviewed, found in order and approved. The cash balance indicated was \$60,996. Since Key Club International will not receive any additional dues until September of this year, a portion of these funds will be used to reimburse Kiwanis International for Key Club's convention expenses, as well as their pro rata departmental expenses.

The committee reviewed the statement of cash receipts and disbursements for Circle K International for the three months ended June 30, 1965. The statement was found in order and approved. The cash balance indicated was \$7,472.

The committee reviewed a request of Trustee Jim Putnam concerning the possibility of increasing the contingency expense for the members of the Board. Although we are in agreement with him that this amount is not realistic we feel that the lack of available funds would not permit us to increase this annual figure of \$250. at this time.

The committee reviewed a few of the financial policies and specifically recommend the changes and rewording as indicated below:

On page 67, under the caption "Q" Travel, 1. Allowance, a., (1): That the last sentence in this policy be reworded to read:

The expense accounts may be rendered either on the basis of actual costs not exceeding per diem or may be rendered on a per diem basis.

And that a final statement be added to this paragraph:

Transportation expenses shall include all expenses from home to hotel room, and return to home.

On page 68, that (4) and (5) be combined and hereby designated (4) and that a final sentence be added to the final paragraph:

When an official trip is made by automobile the number of days compensable shall not exceed the maximum number of days necessary to make the trip by rail between the points.

On page 69, under "c", "d", and "e" delete the words "hotels and meals." Also under "c" add to the line "to District Conventions and official visits."

The committee recommends that:

1. The Board Committees on Administration and Structure and Leadership and Council consider changes in our printed matter as mentioned in the body of this report, and that this Committee on Finance retain the matter, for further study and recommendation.

I move that recommendation 1 be referred to the Committees on Administration and Structure, Leadership and Council, and also retained by the Committee on Finance.

2. The accounts receivable listed in the body of this report totaling \$73 be written off.

I move that recommendation 2 be adopted.

3. The recommendation from Jim Putnam concerning the increasing of the contingency expense be considered at a later date when funds are available.

I move that recommendation 3 be adopted.

4. The policy changes listed in the body of this report be referred to the Board Committee on Laws and Policies for their consideration.

I move that recommendation 4 be referred to the Committee on Laws and Policies.

5. The financial policy for 7¢ per mile for use of automobiles not be increased at this time.

I move that recommendation 5 be adopted.

I move this report be received.

Respectfully,

MARSHALL E. JETTY

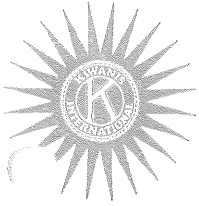
DR. R. GLENN REED, JR.

HAROLD M. HEIMBAUGH

SUPPLEMENTARY RECOMMENDATION

1. That the recommendation from the Board Committee on Property and Supplies, approved at this meeting and referred to this committee, concerning the installation of the air-conditioning and thermopane glass in the IBM room at a maximum cost of \$4,900. for air-conditioning and \$1,140. for the thermopane glass, be approved.

I move that this supplementary recommendation 1 be approved.



1915-1965—GOLDEN ANNIVERSARY—COMMUNITY SERVICE

KIWANIS INTERNATIONAL
KIWANIS INTERNATIONAL BUILDING, 101 EAST ERIE STREET, CHICAGO, ILLINOIS 60611
AREA CODE 312, WHITEHALL 3-2300

August 1, 1965

TO THE INTERNATIONAL BOARD OF TRUSTEES:

At the direction of President Edward C. Keefe, the following Resolution is hereby submitted for consideration and approval by the members of the Board of Trustees of Kiwanis International:

BE IT HEREBY RESOLVED, that the recessed meeting of the Board of Trustees of Kiwanis International called on July 30, 1965, be adjourned as of 12:00 o'clock noon of August 1, 1965, and that all acts of the Board of Trustees of Kiwanis International at said meeting involving the agenda of said meeting as attached as Exhibit 1 of this Resolution be hereby approved and fully ratified.

Submitted in accordance with Article Seven, Section 2 of the International Constitution of Kiwanis International.

O. E. PETERSON, Secretary

I hereby approve the above resolution without reservation.

(Signed)

Officer/Trustee

SCHEDULE OF MEETINGS
OF
PRESIDENT KEEFE
WITH
1965-66 BOARD COMMITTEE CHAIRMEN

<u>DATE</u>	<u>HOUR</u>	<u>COMMITTEE</u>	<u>CHAIRMAN</u>
Wednesday July 28	8:30 A.M.	Finance	Harold M. Heimbaugh
	1:30 P.M.	Program Development	Robert F. Weber ✓
	2:00 P.M.	Convention	Marshall E. Jetty
	2:30 P.M.	Membership Development	Dr. R. Glenn Reed, Jr.
	3:00 P.M.	Leadership and Council	Ted R. Johnson
	3:30 P.M.	Laws and Policies	Wes H. Bartlett
	4:00 P.M.	Property and Supplies	Claude L. Ryder
	4:30 P.M.	Extension	James M. Moler
Thursday July 29	8:30 A.M.	Administration and Structure	Phillip V. Stout
	9:00 A.M.	Publications and Advertising	James W. Putnam
	9:30 A.M.	Sponsored Youth Organizations	Jack Willis
	2:00 P.M.	Public Relations	Edward B. Moylan, Jr.