

TABLE OF CONTENTS

MINUTES

OF THE MEETING OF

THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

JUNE 28 and JULY 4, 1985

	<u>Page</u>	<u>Exhibit Number</u>
Message of the President	2	1
Message of President-elect	2	2
Report of Secretary	2	3
Approval of Minutes of May 3-7, 1985, Board Meeting	2	-
Member Services:		
Assignment of Member of Board of Trustees to Provisional District of Korea	2	4
Procedure 409.1 Amended-- Provisional District	2	4
Provisional District of Korea has until 9/30/88 for District Status	3	4
Kiwanis Club of Ridgewood, New Jersey, given 60 days to comply with KI Constitution and Bylaws	3	4
Approval of Administrative Action	4	5
Program Services:		
Cash Reserve Fund Policy for Circle K..	4	6
Administration and International Extension:		
Proposed Bylaw Amendment, New Section 4 of Article VII--Strategic Manage- ment Plan	5	7
Proposed Bylaw Amendment to Article I, Section 4--Attendance Requirements	5	7
Criteria for District Status for Netherlands	5	7
Communications and Education:		
Convention Reserve Fund	6	8
Evaluation of Leadership Training Pilot Program	6	8
New Procedure 122.3--Official Gifts from International Presidents	6	8
Treasurer's Report	7	-

	<u>Page</u>	<u>Exhibit Number</u>
Special Committee on Financial Procedures: Financial Procedures Sections 801 to to 812.4 and Section 113.2 Adopted ...	7	9
Finance:		
Reconsideration of Board Action on Insurance	8	10
Premium for Comprehensive Liability and Limited Blanket Accident/ Medical Insurance Increased to \$2.10 per Member	8	10
Proposed Bylaw Amendment to Article XVII, Section 6-- Depositories of Funds of KI	8	10
Proposed Bylaw Amendment to Article XIX, Section 2-- Annual Report	8	10
Budget Adjustment for Salaries	9	10
Appreciation to Staff	9	-
Report of Past International Presidents ...	9	11
Report of KI Foundation	9	12
Raymond Wolfson Appointed to KI Foundation Board	9	-
Finance Supplemental Report:		
Transfer of Monies	10	13
Counselors to Districts for 1985-86	10	14
District Convention Assignments	10	15
Board Committee Appointments 1985-86	10	16
Proposed Calendar for 1985-86	10	17

MINUTES
OF THE MEETING OF
THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES
June 28 and July 4, 1985

A meeting of the Board of Trustees of Kiwanis International was held at the Royal York Hotel in Toronto, Ontario, Canada, on June 28 and July 4, 1985. Those present: Raymond W. Lansford, President; Donald E. Williams, President-elect; Aubrey E. Irby, Immediate Past President; Anton J. "Tony" Kaiser, Vice-President; Frank J. DiNoto, Treasurer; G. H. "Gil" Zitzelsberger, Secretary; Raymond B. Allen, Morton O. Alper, D.D.S., Wilbur J. Blechman, M.D., Arthur J. DeLorenzo, Kurt K. Huber, M.D., J. Donovan Jackson, Noris A. Lusche, John D. Morton, Sr., Gene R. Overholt, Robert G. Sinn, Avelino V. "Beling" Tanjuakio, Trustees. Mark Arthur, Jr., Vice-President, was absent from the June 28 meeting but was present for the July 4 meeting. Trustee A. F. "Al" Lough was absent from both meetings because of illness.

The meeting was called to order by President Raymond W. Lansford at 9:00 a.m. on Friday, June 28, 1985.

Trustee J. Donovan Jackson gave the invocation.

The Message of the President was presented by President Raymond W. Lansford and is attached as "Exhibit 1."

The Message of the President-elect was presented by Donald E. Williams and is attached as "Exhibit 2."

The Report of the Secretary was presented by W. Thomas Nelson, Jr. for G. H. "Gil" Zitzelsberger who had laryngitis. It is attached as "Exhibit 3."

The minutes of the meeting of the International Board of Trustees held in Indianapolis, Indiana, May 3-7, 1985, were presented. It was moved, supported, and duly carried as follows:

RESOLVED, That the Minutes of the Board Meeting of May 3-7, 1985, be and hereby are approved.

The Board Committee on Member Services, Arthur J. DeLorenzo, Chairman, gave its report. The report is attached as "Exhibit 4."

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

RESOLVED, That a representative of the Board of Trustees be assigned to the Provisional District of Korea and that he attend their district convention provided that the proper agenda be submitted not less than 30 days prior to the convention and be approved by the International Secretary.

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

RESOLVED, That Procedure 409.1 be amended to read as follows:

409.1 Provisional District

- a. When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, the Kiwanis International Board may grant authority to a group of not less than ten (10) Kiwanis clubs in a non-districted area with a minimum of 400 members having compatible geographic areas and customs to create the provisional district. At the organizational convention of the provisional district, the delegate body shall adopt the Standard Form for Provisional District Bylaws

**MESSAGE OF
PRESIDENT**

**MESSAGE OF
PRESIDENT-
ELECT**

**REPORT OF
SECRETARY**

**APPROVAL OF
MINUTES OF
MAY 3-7, 1985
BOARD MEETING**

MEMBER SERVICES

**ASSIGNMENT OF
MEMBER OF
BOARD OF TRUSTEE
TO PROVISIONAL
DISTRICT OF
KOREA**

**PROCEDURE
409.1 AMENDED
--PROVISIONAL
DISTRICT**

and the officers shall be elected in accordance with these bylaws. The presiding officer and acting secretary of the organizational convention of the provisional district shall be appointed by the president of Kiwanis International.

- b. The provisional district shall have five years to comply with the required 25 clubs and 1,000 members necessary for full district status. The five-year period begins on the date provisional status is approved by the Board. If requirements are not met within the five years, the provisional district will revert to non-districted status.
- c. Kiwanis International shall provide the provisional district with equal services, rights, and privileges as any district and other services necessary to achieve full district status.

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

RESOLVED, That the Provisional District of Korea shall have until September 30, 1988, to comply with the requirements for district status or revert to non-districted status.

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

WHEREAS, it has been brought to our attention through newspaper articles and through reports from the New Jersey district that the Kiwanis Club of Ridgewood, New Jersey, key number 02008, is not complying with the Constitution and Bylaws of Kiwanis International in the operation of their club, having admitted a woman into membership,

THEREFORE, BE IT RESOLVED That the Secretary of Kiwanis International is instructed to give written notice to the last reported president and secretary of the Kiwanis Club of Ridgewood, New Jersey, stating the nature and character of the non-compliance and giving them sixty (60) days to cure the same or lose their license to use the Kiwanis marks.

The Board discussed the preceding matter with Donald Knebel of Barnes and Thornburg, our law firm in Indianapolis, Indiana.

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

**PROVISIONAL
DISTRICT OF
KOREA HAS
UNTIL 9/30/88
FOR DISTRICT
STATUS**

**KIWANIS CLUB
OF RIDGEWOOD,
NEW JERSEY,
GIVEN 60 DAYS
TO COMPLY
WITH KI CON-
STITUTION AND
BYLAWS**

The Board reviewed the report of Administrative Action taken by staff since the last Board Meeting, a copy of which is attached as "Exhibit 5." It was moved, supported, and duly carried as follows:

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

**APPROVAL OF
ADMINISTRATION
ACTION**

The Board Committee on Program Services, J. Donovan Jackson, Chairman, gave its report. The report is attached as "Exhibit 6."

**PROGRAM
SERVICES**

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

RESOLVED, That the Board approve the following cash reserve funds policy for Circle K International:

**CASH RESERVE
FUND POLICY
FOR CIRCLE K**

1. Following the annual audit, the Circle K International Administrator will obtain from the Kiwanis International Department of Finance the current amount of cash reserve set aside for Circle K International.
2. Of the adopted amount, Circle K International will be allowed to use only 25% of it in any given administrative year.
3. Cash reserve can only be used if the current budget line item does not project the appropriate amount required to carry out projects approved by the Circle K International Board, and it is impossible to reduce another line item proportionately.
4. Prior to authorization of the expenditures of cash reserves, the proposal must be reviewed by the Executive Committee, approved by the Administrator, and receive final approval by the Treasurer of Kiwanis International. Following said review and approval, the expenditure must be approved by a majority vote of the Circle K International Board.

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

The Board Committee on Administration and International Extension, Robert G. Sinn, Chairman, presented its report. The report is attached as "Exhibit 7."

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

RESOLVED, That this Board recommend to the International Council at its meeting in October 1985 a Bylaw amendment which creates a new Section 4 of Article VII, which reads as follows:

Article VII, Section 4

The Board of Trustees shall establish and implement a strategic management plan for Kiwanis International. The plan shall be annually reviewed and revised as necessary.

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

RESOLVED, That this Board recommend to the International Council at its meeting in October 1985 a Bylaw amendment to Article I, Section 4, of the Kiwanis International Bylaws which reads as follows:

Article I, Section 4

A chartered club shall hold one weekly meeting on such day and at such place as shall be determined by the board of directors, except (a) any club organized prior to 1924 whose approved organizational bylaws permitted the club to meet bi-weekly and such club has continuously followed such practice without having been specifically disapproved by the Board of Trustees of Kiwanis International; and (b) clubs not in Canada and the United States, which shall meet at least bi-weekly. A club may hold such other meetings as the board of directors or membership may desire.

It was moved by Immediate Past President Irby, supported by President-elect Williams, and duly carried as follows:

RESOLVED, That this Board approves the request of the Kiwanis International-Europe Board that the criteria for district status for the Netherlands clubs remain at 25 clubs and 800 members until October 1, 1986.

This completed the action on the recommendations of the Board Committee on Administration and International Extension.

ADMINISTRATION
AND INTER-
NATIONAL EXTEN-
SION

PROPOSED BYLAW
AMENDMENT, NEW
SECTION 4 OF
ARTICLE VII--
STRATEGIC
MANAGEMENT
PLAN

PROPOSED BYLAW
AMENDMENT TO
ARTICLE I,
SECTION 4
-- ATTENDANCE
REQUIREMENTS

CRITERIA FOR
DISTRICT
STATUS FOR
NETHERLANDS

The meeting was adjourned for lunch at 11:55 a.m.

The meeting was reconvened at 1:35 p.m. by President Lansford.

The Board Committee on Communications and Education, Gene R. Overholt, Chairman, gave its report. The report is attached as "Exhibit 8."

COMMUNICATIONS
AND EDUCATION

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

RESOLVED, That there is established a limited convention reserve fund not to exceed \$200,000 and

CONVENTION
RESERVE FUND

BE IT FURTHER RESOLVED, That any surplus in such fund shall be used to reduce registration fees at future conventions.

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

RESOLVED, That Kiwanis institute a year-long evaluation program of our Leadership Training Pilot Program, directed by staff, using P. M. Haeger, Inc. as consultants, and funded at \$13,050.

EVALUATION
OF LEADERSHIP
TRAINING
PILOT PROGRAM

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

RESOLVED, That a new Procedure on Official Gifts from International President is adopted and numbered 122.3 as follows:

NEW PROCEDURE
122.3--
OFFICIAL
GIFTS FROM
INTERNATIONAL
PRESIDENTS

Procedure 122.3 - Official Gifts from International President

a. During the planning of presidential visits, the Assistant Secretary for Communications and Education shall make recommendations to the International President to determine the selection and purchase of gifts. The President is not required to present gifts at every occasion, and should use his judgment based upon the need.

b. Below are the categories which define the status and price of gifts:

HEADS OF STATE (monarchs, presidents, premiers, or their appointed representatives) \$300.00 maximum.

REGIONAL OR AREA OFFICIALS (governors, military chiefs, archbishops et al.) \$100.00 maximum.

LEGISLATORS, MAYORS, LOCAL OFFICIALS (who are not direct appointments of heads of state) \$50.00 maximum.

- c. Gifts to Kiwanis International or district officers are at the discretion of the International President. These gifts should be at the personal expense of each president.
- d. If there is a question as to the status of any official, Staff should consult with appropriate protocol officers of the United States Department of State.

This completed the action on the recommendations of the Board Committee on Communications and Education.

The President asked to be excused so that he might meet with the Committee of Past Presidents. It was moved, supported, and duly carried as follows:

RESOLVED, That Vice-President Anton J. "Tony" Kaiser preside in the absence of the President.

Frank J. DiNoto, Treasurer of Kiwanis International, presented his report as follows:

"On May 31, 1985, Kiwanis International had cash and investments totaling \$5,480,021. The current interest rates on investments are:

Money Market (daily)	7.598%
Bank CD's (60 days)	9.05%

"On May 31, 1985, Kiwanis International had uncollected dues, magazine subscriptions and liability insurance revenues of \$576,744. Operations to date have been within budget and the projected budgetary surplus should be realized."

The Treasurer's Report was received.

The Special Committee on Financial Procedures, Frank J. DiNoto, Chairman, presented its report. The report is attached as "Exhibit 9."

It was moved by Treasurer DiNoto, supported by Trustee Overholt, and duly carried as follows:

RESOLVED, That the proposed financial procedures, Sections 801 to 812.4 and Section 113.2 as included in the Committee's report as Exhibit A, are hereby adopted. (See "Exhibit 9.")

This completed the action on the recommendations of the Special Committee on Financial Procedures.

The President returned to the Chair.

**TREASURER'S
REPORT**

**SPECIAL COM-
MITTEE ON
FINANCIAL
PROCEDURES**

**FINANCIAL
PROCEDURES
SECTIONS
801 to 812.4
AND SECTION
113.2 ADOPTED**

The Board Committee on Finance, Noris A. Lusche, Chairman, presented its report. The report is attached as "Exhibit 10."

FINANCE

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

RESOLVED, That the Board reconsider the action taken at the last meeting in regard to increasing the premium of the comprehensive liability insurance and limited blanket accident/medical insurance from \$1.20 to \$1.60.

RECONSIDERATION OF BOARD ACTION ON INSURANCE

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

RESOLVED, That the premium for the comprehensive liability insurance and limited blanket accident/medical premiums be increased from \$1.20 to \$2.10 per member, effective October 1, 1985.

PREMIUM FOR COMPREHENSIVE LIABILITY AND LIMITED BLANKET ACCIDENT/MEDICAL INSURANCE INCREASED TO \$2.10 PER MEMBER

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

RESOLVED, That the Board recommend to the International Council at its October 1985 meeting that it amend Article XVII, Section 6, of the Bylaws to read as follows:

Article XVII, Section 6

The Board of Trustees shall designate the depositories of all funds of Kiwanis International.

PROPOSED BYLAW AMENDMENT TO ARTICLE XVII, SECTION 6-- DEPOSITORIES OF FUNDS OF KI

BE IT FURTHER RESOLVED, That the required notice of this proposed amendment be timely sent to each member of the Council prior to its October 1985 meeting.

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

RESOLVED, That the Board recommend to the International Council at its October 1985 meeting that it amend Article XIX, Section 2, of the Bylaws to read as follows:

Article XIX, Section 2

On or before the first day of March in each year, the Board of Trustees shall cause to be mailed to the Secretary of each chartered club the balance sheet and a statement of the receipts and expenditures of Kiwanis International for the previous fiscal year, duly certified by the auditors.

PROPOSED BYLAW AMENDMENT TO ARTICLE XIX, SECTION 2-- ANNUAL REPORT

BE IT FURTHER RESOLVED, That the required notice of this proposed amendment be timely sent to each member of the Council prior to its October 1985 meeting.

The Committee submitted for review by the Board its proposed budget for 1985-86 and indicated that it will propose adoption at the October Board Meeting.

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

RESOLVED, That the Finance Committee adjust the proposed budget to provide for an increase in the amount indicated for salaries from 5% to 7%.

**BUDGET ADJUST-
MENT FOR
SALARIES**

Upon motion duly made, seconded, and carried, it was:

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

**APPRECIATION
TO STAFF**

The meeting was adjourned at 5:08 p.m. on June 28 until Thursday, July 4, 1985, at 8:30 a.m.

The meeting was called to order by President Lansford on July 4, at 8:30 a.m. The following Past International Presidents attended this meeting: Roy W. Davis, William M. Eagles, M.D., Merald T. Enstad, Maurice Gladman, E. B. "Mac" McKitrick, John T. Roberts, Stanley E. Schneider, Mark A. Smith, Jr., and Robert F. Weber. Also present was Secretary Emeritus R. P. "Reg" Merridew.

The Report of the Committee of Past International Presidents was presented by Past International President E. B. "Mac" McKitrick. A copy of the report is attached as "Exhibit 11."

**REPORT OF
PAST INTER-
NATIONAL
PRESIDENTS**

The Report of the Kiwanis International Foundation was presented by Foundation President Maury Gladman. The report is attached as "Exhibit 12."

**REPORT OF
KI FOUNDATION**

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

RESOLVED, That Ray Wolfson of the New England district is appointed to the Kiwanis International Foundation Board.

**RAY WOLFSON
APPOINTED TO
KI FOUNDATION
BOARD**

There was a supplemental report of the Board Committee on Finance.
(See "Exhibit 13.")

**FINANCE
SUPPLEMENTAL
REPORT**

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

**RESOLVED, That \$17,865 is transferred from Department 05-Extension
to Department 16-Finance; \$5,126 from Department 05-Extension
to Department 04-Public Relations; and \$6,000 from Department
05-Extension to Department 09-Advertising.**

**TRANSFER OF
MONIES**

Vice President Mark Arthur and Trustee Art DeLorenzo made farewell
statements to the Board.

President-designate Williams called attention to the appointments
for the 1985-86 Administrative Year: Counselors to Districts
(Exhibit #14), District Convention Assignments (Exhibit #15),
and Board Committee Appointments (Exhibit #16).

**1985-86 BOARD
ASSIGNMENTS**

He also referred to the Proposed Calendar for 1985-86 (Exhibit
#17).

The next Board meeting will be October 6-10, 1985.

ADJOURNMENT

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

MESSAGE OF THE PRESIDENTto theInternational Board of TrusteesJune 28, 1985

Thank you for your cooperation during this year. Your positive approach to the problems, your interest, and your dedication to excellent ideas is very much appreciated. It has been an honor for me to work with you as we look forward to exciting years in Kiwanis' future.

Kiwanis faces challenges that must be accepted by the Board. The diversity of the Kiwanis world creates problems for administrative control. The exacerbation of monetary concerns by individuals, exchange agencies, and governmental bodies will continue to be a major topic for this Board. Respect, integrity, and administrative leadership is not only a challenge but a responsibility that must be exercised through policies that are explicit and translatable for our diversified and complex structure.

The growth desired by Kiwanis from the club to international level is known and respected but needs definition, unification, and future structured guidance to coordinate effectively the growth pattern. The overlapping, interlocking, and isolation in some cases must be recognized as Kiwanis development continues.

Many countries of the world are now asking for recognition and desire to build one or more clubs. The building can be done easily and in some cases will be rapid. But builders, developers, leaders, and coordinators need Kiwanis education so that a positive attitude will be developed in the members and the governmental leaders with whom they will work.

In Kiwanis we, the Board, must be one world of leadership. We must set policies for development of education, payment of organization fees, and collection of dues, with membership control in Indianapolis. A third-world philosophy in developing Kiwanis countries must be eradicated and a positive educational endeavor initiated, required, and fundamentally followed.

Our motto, "We Build," indicates partnership, cooperation, and a positive leadership role for Kiwanis International. Leadership

coordination of Kiwanis worldwide is expensive. But if the Board does not exercise control over the diversity of locations, languages, and the divergent ideas about Kiwanis that arise in the absence of unifying Kiwanis education, it will have negated its responsibility. The challenge is enormous, but vacillation now will mean a chaotic future. The choice is yours.

Respectfully submitted,

Raymond W. Lansford
President

MESSAGE OF THE PRESIDENT-ELECTto theInternational Board of TrusteesJune 28, 1985

As we approach our 70th Kiwanis International Convention, we will naturally look back, with pardonable pride, at our past accomplishments. We will also look forward to assess the future. What we see will be a changing image of the service club concept. The rapidly changing political and social scene is having a significant impact on the traditional service club concept. These changing conditions present both problems and challenges.

How we respond to these problems will go a long way toward determining our degree of success. Growth, the right of association, equal access, monetary rates of exchange and fiscal responsibility are but a few of the problems we face as a leading service club on the world scene.

On the subject of growth, we need to reassess the entire subject as it applies to non-North American areas. We have policies, procedures, and practices which are old, inconsistent and, in some instances, counterproductive. We need a much more definitive plan for expansion. If we are to maintain our status as one of the great service organizations of the world, we need to demonstrate to the world that we have the necessary leadership qualities to maintain such a position.

President Ray and his team are already addressing many of these issues and have made good progress. These are never ending situations which we must continue to pursue if we are to maintain our high level of acceptance in the various countries in which we serve.

As we make preparations for the 1985-86 administrative year, it is our intention to build and expand on the fine base which the 1984-85 team has provided. We commend President Ray and his team on the excellent progress which they have made and wish for them an outstanding convention in Toronto and continued success for the balance of the 1984-85 year. The convention is not an ending. It is merely an interlude in our continuing community service effort.

Respectfully submitted,

Donald E. Williams
President-elect

REPORT OF THE SECRETARY

to the

International Board of Trustees

June 28, 1985

Since our last meeting, arrangements for the Toronto Convention have been completed and staff is now in place. Registrations exceed last year but will probably be under quota.

In reviewing my report of one year ago at Phoenix, it said: "I am very much concerned that we need to develop an outstanding leadership training program." We have now completed the three leadership training pilot groups in Florida, Kansas, and New England. My staff informs me that they were exceedingly well done by P. M. Haeger Company and that they were well received. Continuing evaluation is necessary in order to measure the results of the pilot group as compared to peers outside the control group.

The support of this Board in making this experiment possible is deeply appreciated. For many years our training programs have been mostly informational relying upon printed material now outdated or in need of revision. It is important that we consider the contemporary dynamics of how human beings learn. Filling one's head with information is not the same as teaching. Teaching has not occurred until a student has learned. A student has not learned until behavior has changed.

We have not had a program designed to teach leadership. We desperately need to enrich our informational programs with actual leadership education at the club president level. If we can help club presidents improve the quality of their leadership, we are helping them to improve their clubs. They are also our future lieutenant governors, governors, etc. It would be tragic to underestimate the importance of follow-up and development of a centralized education program with professional quality and content.

Andrew Pettigrew, a British researcher, studied the politics of strategic decision making. His research indicated that companies often hold onto flagrantly faulty assumptions about their world for as long as a decade, despite overwhelming evidence that that world has changed, and they probably should too. The most successful

companies today are often the most innovative. Inbreeding and re-warming of ideas without testing them in the crucible of today's new market place, can lead to the perpetuation of mediocrity. I hope that this willingness to obtain professional help, such as P. M. Haeger, and test it in the marketplace can be applied to research and marketing for membership and new club building packaging too.

The willingness of this Board to be innovative is evidenced by its commitment of \$20,000 to the pilot program for leadership training. It is a positive move for which all Kiwanians should be proud.

Respectfully submitted,

G. H. "Gil" Zitzelsberger
Secretary

REPORT OF BOARD COMMITTEE ON MEMBER SERVICES

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 27-28 and July 4, 1985

Date of Committee Meeting: June 27, 1985

Place of Committee Meeting: Toronto, Ontario

Present: Members - Kurt K. Huber, M.D. and Avelino V. Tanjuakio
Chairman - Arthur J. DeLorenzo
Staff - James L. Sheets

1. Membership statistics show a slight increase (351) although new club building is down about 60 clubs compared to this time a year ago (currently 155).

The Charter II program has been gaining momentum. A record 295 clubs have reached charter strength already this year. This is more than double the previous year.

2. Correspondence has been received from Dr. Kim, governor of the Provisional District of Korea, in regard to representation at their District Convention from the International Board. The Committee feels that since the Provisional District has had representation in previous years, they should be afforded continued representation with the contingency that they plan a complete district convention with training sessions, business sessions and board meetings.

The convention agenda should be submitted to Kiwanis International not less than 30 days prior to the convention.

Recommendation #1:

The Committee recommends that a representative of the Board be assigned to the Provisional District of Korea and that he attend their district convention provided the proper agenda be submitted not less than 30 days prior to the convention and be approved by the International Secretary.

I move that recommendation 1 be adopted.

3. Provisional district status was established originally as a temporary classification for clubs which were working toward full district status. The idea was to encourage clubs to expand their number and thus achieve full district status. However, there was no time limit set for compliance, and it appears that the intended initiative has been lost. If a time limit were set, the provisional district would be motivated to grow in order to meet district status qualifications or would revert to a non-districted area.

Recommendation #2:

The Committee recommends that procedure 409.1 be amended to read as follows:

"409.1 Provisional District

- a. When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, the Kiwanis International Board may grant authority to a group of not less than ten (10) Kiwanis clubs in a non-districted area with a minimum of 400 members having compatible geographic areas and customs to create the provisional district. At the organizational convention of the provisional district, the delegate body shall adopt the Standard Form for Provisional District Bylaws and the officers shall be elected in accordance with these bylaws. The presiding officer and acting secretary of the organizational convention of the provisional district shall be appointed by the president of Kiwanis International.
- b. The provisional district shall have five years to comply with the required 25 clubs and 1,000 members necessary for full district status. The five-year period begins on the date provisional status is approved by the Board. If requirements are not met within the five years, the provisional district will revert to non-districted status.
- c. Kiwanis International shall provide the provisional district with equal services, rights and privileges as any district and other services necessary to achieve full district status.

I move that recommendation 2 be adopted.

Recommendation #3:

The Committee recommends that the Provisional District of Korea shall have until September 30, 1988, to comply with the requirements for district status or revert to non-districted status.

I move that recommendation 3 be adopted.

4. It has been brought to our attention through newspaper articles (see Exhibit A) and through reports from the New Jersey District that the Kiwanis Club of Ridgewood, New Jersey, #02008, is not complying with the bylaws of Kiwanis International in the operation of their club, having admitted a woman to membership in the local organization.

Article IV, Section 2, paragraph a, of the Kiwanis International Bylaws states: "If a member chartered club fails to comply with any of the provisions of the Constitution of Kiwanis International or these Bylaws or fails to comply with the nature and quality of the services and membership required by Kiwanis

International for the use of the Kiwanis Marks, including any requirement of Article II, Section 2, of these Bylaws, then the Board of Trustees shall give the last-reported president and secretary of such chartered club written notice, stating the nature and character of the non-compliance. The chartered club shall have sixty (60) days from the date of the mailing of the written notice to cure or correct the non-compliance and to provide certification of compliance in writing to the Board of Trustees. If the non-compliance is not cured or corrected by the chartered club within the sixty (60) days, then the license to use the Kiwanis Marks shall be revoked immediately and automatically at the end of such sixty (60) day period without further notification from Kiwanis International. Such immediate and automatic revocation of the license to use the Kiwanis Marks shall not constitute automatic revocation or suspension of the charter or membership of the chartered club. Any such revocation or suspension of the charter or membership of the chartered club shall be done in accordance with Article IV, Section 4, of these Bylaws."

Recommendation #4:

The Committee recommends that the Board instruct the Secretary of Kiwanis International to give written notification to the last reported president and secretary of the Kiwanis Club of Ridgewood, New Jersey stating the nature and character of the non-compliance and giving them 60 days to cure the same or lose their license to use the Kiwanis Marks.

I move that recommendation 4 be adopted.

Respectfully submitted,

KURT K. HUBER, M.D.

AVELINO V. TANJUAKIO

ARTHUR J. DeLORENZO, Chairman

New Jersey District
appeared in Ridgewood Paper

5/8/85

First woman is initiated in Kiwanis

RIDGEWOOD - Julie Fletcher of Ridgewood is the first woman to be initiated into Kiwanis International. The Ridgewood chapter installed her at a recent meeting.

Ms. Fletcher is president of Julie Fletcher and Associates, Inc., an interior art design consulting firm.

"I am honored that Kiwanis asked me to be the first woman member," said Ms. Fletcher. "I feel that it is imperative for service organizations to include both sexes so that they will be able to continue their community services," continued Ms. Fletcher.

Stephen Lear, president of Ridgewood Kiwanis, said, "We are delighted to have Julie as a member. She has already proven her value to the club by

chairing our successful fundraising art show."

Julie Fletcher founded her business in Ridgewood in 1980 and the volume has doubled each year. "It's a fascinating field," said Ms. Fletcher, who describes herself as an interior art designer and consultant who can 'pull the room together' through proper use of art for either the home or office.



JULIE FLETCHER

Julie Fletcher is first female of the Kiwanis

by Roseanne Crocco
Staff writer

RIDGEWOOD — The news is finally out. Last June, village resident Julie Fletcher was chosen the first woman member of Ridgewood Kiwanis.

Fletcher, president of Julie Fletcher and Associates, Inc., an interior art design consulting firm, said the news was kept quiet since the international organization frowns upon female membership. She said Ridgewood Kiwanis approached her because it believed she was a good citizen.

"I am honored that Kiwanis asked me to be the first woman member," she said. "I feel it is imperative for service organizations to include both sexes so they will be able to continue their community services."

Stephen Lear, president of Ridgewood Kiwanis, said he is delighted to have Fletcher as a member. "She has already proven her value to us by chairing our successful fund-raising art show."

Fletcher has lived in the village since 1981; her children: Julie, 15; Kristin, 17; and Leigh, 19; were educated in village schools.

"I love Ridgewood — it has excellent



Julie Fletcher

schools and recreation programs and is a fabulous community in which to raise children," said Fletcher. "I, too, would like to help the community's youth."

She is able to do this through her work with Kiwanis. The organization is currently planning Toby Tyler's circus to be held at Ramapo College June 3. Performances are scheduled at 5:30 and 7 p.m.; proceeds will benefit the youth foundation. Fletcher is helping out by telephoning local businesses for support.

"I hope I can get some other women involved in the club," she said,

GENERAL OFFICE ADMINISTRATIVE ACTION

June 27-28 and July 4, 1985

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

<u>CLUBS BY DISTRICT</u>	<u>KEY#</u>	<u>DATE</u>	<u># MEMBERS</u>	<u>DIV.</u>	<u>ACCOUNTS RECEIVABLE</u>
<u>CALIFORNIA-NEVADA-HAWAII</u>					
Fontana, CA	02502	03-01-85	10	36	\$ 87.75
Kailua, Oahu, Hawaii	10905	04-08-85	22	22	258.15
Pearblossom, CA	04913	03-31-85	10	38	304.50
San Dieguito District, CA	03256	06-01-85	19	37	156.00
Stockdale West, Bakersfield, CA	08874	05-31-85	12	33	-0-
<u>CAROLINAS</u>					
Greene County, Snow Hill, NC	07730	03-06-85	14	12	136.50
Kannapolis, NC	10141	05-13-85	15	3	85.64-
<u>EASTERN CANADA & THE CARIBBEAN</u>					
Cedarbrae, Scarborough, Canada	05240	06-01-84	9	9	122.17
<u>MINNESOTA-DAKOTAS</u>					
Bismarck, Golden K, NC	09422	05-06-85	13	17	136.50
<u>MISSOURI-ARKANSAS</u>					
a, MO	11303	01-16-85	26	10	538.20
Frontier, St. Charles, MO	08112	05-17-85	17	6	165.75
Jefferson City, Sunrise, MO	11300	05-17-85	17	11	19.50
Nashville, AR	08421	05-17-85	13	24	126.75
Sherwood, AR	10798	02-01-85	16	21	456.75
<u>NEW JERSEY</u>					
Orange-West Orange, NJ	00630	05-18-85	5	11	-0-
<u>PACIFIC NORTHWEST</u>					
Broadway, Seattle, WA	04349	04-01-85	8	26	70.00-
Kamloops Valleyview, BC	06853	05-10-85	22	7	434.70
Rocky Butte, Portland, OR	03054	05-22-85	16	60	-0-
<u>TEXAS-OKLAHOMA</u>					
Hearne, TX	11007	05-31-85	21	9	434.70
<u>KOREA (PROVISIONAL DISTRICT)</u>					
Chongro, Seoul	10537	02-22-85	46		1,380.00
Hank Yung, Seoul	10721	03-22-85	45		1,350.00
Kwang Wha Moon, Seoul	10874	03-22-85	26		780.00
Sejong, Seoul	10640	03-22-85	28		840.00

TOTAL: 23

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

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Bristol Golden K, Wisconsin	05-02-85	27
Golden K, St. Louis Park, Minnesota	05-02-85	25
Les Moraines-Quest Lausanne, Switzerland	04-23-85	27
Fludir-Gullfoss, Iceland	04-15-85	28
Paniki, Philippines	05-04-85	25
Gastonia-Evening, North Carolina	05-06-85	25
Bemidji, Minnesota	05-07-85	32
St. Henry, Ohio	05-08-85	33
Greater Bonita Springs, Florida	05-08-85	27
Maple City, Hornell, New York	05-09-85	29
Bull Run-Manassas, Virginia	05-14-85	35
Broomfield, Colorado	05-14-85	26
Perquimans County-Hertford, North Carolina	05-16-85	30
Enterprise, Trinidad, West Indies	05-16-85	25
East Hampton, New York	05-20-85	26
Perigueux, France	04-27-85	20
Jevnaker, Norway	05-09-85	20
Windsor Roseland Golden K, Ontario, Canada	05-29-85	34
North Columbus, Georgia	05-30-85	40
Pratt, Kansas	05-29-85	25
Amherst, Ohio	05-30-85	25
Stuarts Draft, Virginia	05-20-85	28
High Point Breakfast, High Point, North Carolina	06-04-85	26
Mandaluyong East, Philippines	05-30-85	27
Henryetta, Oklahoma	05-30-85	31
Great Bridge-Chesapeake, Virginia	06-06-85	27
Binalatungan, San Carlos City, Philippines	06-09-85	27
Belleair Bluffs, Florida	06-11-85	33
Ipil, Zamboanga Del Sur, Philippines	06-09-85	21
The Sandhills Golden K, Southern Pines, NC	06-12-85	25
Oakville, Missouri	06-14-85	26
South Cobb County, Georgia	06-14-85	32
Cainta Greenpark, Cainta, Rizal, Philippines	06-15-85	22
South Kitsap, Port Orchard, Washington	06-17-85	47

TOTAL: 34

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

<u>CLUB</u>	<u>REACTIVATED DATE</u>	<u>MEMBERSHIP</u>
Capitol Centre, N. Fairview, Quezon City, Philippines	03-10-85	18

TOTAL: 1

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

TOTAL - 0

E. CLUB INCORPORATIONS COMPLETED

Alexandria Golden K, Minnesota
Astor, Florida
Austin Golden K, Minnesota
East Carter County, Kentucky
Elgin, Nebraska
Golden K of Cheyenne, Wyoming
Greater Aloha, Oregon
Greater Copperas Cove, Texas
Greater Progress, Oregon
Holley-Navarre, Florida
Lansingburgh, Troy, New York
Montgomery East, Alabama
North Dallas Golden K, Texas

North Platte, Nebraska
Palo Alto Senior Center, Palo Alto, California
Pitt, Golden K, Greenville, North Carolina
Plymouth-Wayzata, Minnesota
Red Oak, Iowa
Sandy City, Utah
South Allegheny, Pennsylvania
Southwest-Lafayette, Louisiana
St. Mary's County, Maryland
Storm Lake, Golden K, Iowa
Union Grove, Wisconsin
Williams Lake, British Columbia

F. CLUB NAME CHANGES

From: Addison, Texas
To: Metrocrest, Dallas, Texas

From: Chattahoochee-Atlanta, Georgia
To: Galleria-Atlanta, Georgia

From: Countryside, Dunedin, Florida
To: Countryside, Clearwater, Florida

From: Palmer Township, Easton, Pennsylvania
To: Palmer Township, Palmer, Pennsylvania

From: Peninsula Senior Palo Alto, California
To: Palo Alto Senior Center, Palo Alto, California

G. CANCELLED MEETINGS (Severe winter weather conditions made it impossible to hold a club meeting on the date indicated.)

Chesterton-Duneland, Indiana January 25, 1985

Week of February 11, 1985:

- | | |
|--|--------------------------------------|
| Anderson Breakfast, Indiana | Knightstown, Indiana |
| Angola, Indiana | Knox, Indiana |
| Bluffton, Indiana | Kokomo Sunrisers, Indiana |
| Cambridge City, Indiana | La Porte, Indiana |
| Columbia City, Indiana | Lawrence, Indiana |
| Connersville, Indiana | Logansport, Indiana |
| Connersville Sundowners, Indiana | Logansport and Cass County, Indiana |
| Crawfordsville, Indiana | Marion, Indiana |
| Delaware, Muncie, Indiana | Michiami, South Bend, Indiana |
| East Chicago, Indiana | Michigan City, Indiana |
| Elwood, Indiana | Mishawaka, Indiana |
| Frankfort, Indiana | Monroe City-South Knox, Indiana |
| Goshen, Maple City, Indiana | Montpelier, Indiana |
| Greenfield, Indiana | Muncie, Indiana |
| Greensburg, Indiana | New Castle, Indiana |
| Indy East Central, Indianapolis, Indiana | North Judson, Indiana |
| Irvington, Indianapolis, Indiana | Perry Township-Indianapolis, Indiana |
| Rushville, Indiana | Triton, Bourbon, Indiana |
| Shelbyville, Indiana | Vevay, Indiana |
| South Muncie, Indiana | Warren, Indiana |
| Thorntown, Indiana | Winamac, Indiana |
| Tipton (Suns of Tipton), Indiana | Winslow, Indiana |

Wausau, Wisconsin March 4, 1985

H. DISTRICT BYLAW AMENDMENTS:

NONE

I. CIRCLE K CLUBS COMPLETED SINCE MAY REPORT

Circle K Clubs

- Hofstra University
- Brooklyn College
- University of North Carolina-Asheville
- Draughons Junior College-Kingsport
- The University of Tampa
- Pitt Community College
- Patrick Henry State Junior College
- The University of Evansville
- Piedmont Technical College
- Regis College
- Tusculum College
- Moorpark College

Kiwanis Sponsor

- Uniondale, NY
- Coney Island, NY
- Asheville, NC
- Kingsport, TN
- Midtown, Tampa, FL
- Greenville Univ. City, Greenville, NC
- Monroeville, AL
- Evansville-Green River, IN
- Greenwood, SC
- Capital City, Denver, CO
- Greeneville, TN
- Simi-Valley, CA

TOTAL 12

J. KEY CLUBS COMPLETED SINCE MAY REPORT

Key Clubs

Walter Hines Page High School
West Jones High School
Lebanon Catholic High School
Utica High School
Redmond High School
Colter High School
Midlothian High School
Escalon High School
Marshall Walker High School
Diamond Bar High School
Choffin Career Center
Marlton School for The Deaf
North Florida Christian School
South Shore High School
Wolmer's Girls School
Glenn Senior High School
Stillwater High School
Montclair High School
Mt. Pleasant High School
Lincoln Park High School
Pembroke Academy
La Puente High School
Kellum High School
Christopher Columbus High School
Mary G. Montgomery High School
Central City High School
Brea-Olinda High School
TOTAL 27

Kiwanis Sponsor

Greensboro, NC
Laurel, MS
Lebanon, PA
Sterling Heights, MI
Redmond, WA
Worland, WY
Chesterfield, VA
Escalon, CA
Richmond, VA
Walnut Valley, CA
Youngstown, OH
West Los Angeles 200, CA
Tallahassee Northside, FL
Southeast Area, Chicago, IL
North St. Andrew, Jamaica W.I.
Winston-Salem Stratford, NC
Stillwater Breakfast, OK
Montclair, CA
Mt. Pleasant, TX
Lincoln Par, Chicago, IL
Concord, NH
La Puente - Industry, CA
Fairbanks, AK
Parkchester, The Bronx, NY
Azalea City, AL
Central City, IA
Brea, CA

K. INCORPORATION OF KIWANIS CLUB OR DISTRICT FOUNDATIONS

NONE

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

June 27-28 and July 4, 1985

Date of Committee Meeting: June 27, 1985

Place of Committee Meeting: Toronto, Ontario

Present: Member - John D. Morton, Sr.
 Chairman - J. Donovan Jackson
 Staff - Steven W. Baker
 Christopher J. Rice
 A. G. Terry Shaffer

PROGRAM DEVELOPMENT

Children's Miracle Network Telethon

The Committee reviewed the involvement of Kiwanis clubs in the Osmond Foundation's Children's Miracle Network Telethon. All the monies raised by this telethon go to the participating local children's hospitals. Involvement began during the first telethon, in 1983, when 65 clubs in the Missouri-Arkansas district raised \$15,000 for a local hospital. In 1985, the first comprehensive effort to solicit club support led to involvement by 1,200 clubs. Efforts to involve Kiwanis clubs in the telethon will continue into the next administrative year.

New Materials

The Committee reviewed a new service bulletin on the Character Education Curriculum. It is the first in a new series of bulletins that will address projects clubs can develop to aid the "ultimate underprivileged child."

The Committee also reviewed the materials sent to all clubs in the United States on conducting a seminar regarding planning for retirement. The booklet on financial planning and its order form were developed and printed by the American Council for Life Insurance (ACLI). The service bulletin was developed by staff and printed by the ACLI.

The materials described above will be distributed to the Board. The Committee also reviewed the Spanish and French translations of the 1985-86 MEP Project Guide. This is the first time that the translated versions have been typeset and printed. It is hoped that the more professional appearance of these materials will lead to greater involvement in the MEP by clubs speaking French or Spanish. These guides are available to Board members who wish to review them.

Youth Exchange Program

The Committee reviewed an outline for a Kiwanis youth exchange program. It will involve "pure" or "perfect" exchanges in which youth A stays with youth B and his family, then youth B travels with youth A and stays with youth A's family. The program depends on involvement by local clubs and district chairmen and will involve a limited amount of time by General Office staff after the program is implemented.

1986-87 MEP CONCEPTS

Staff reviewed with the Committee the research done to date on possible 1986-87 Major Emphasis Projects. Staff had met with the 1984-85 International Treasurer in May to review this subject.

Topics discussed included Child Safety, the Hearing Impaired, and the Emotionally Underprivileged Child. Of these three, it is felt that the concept of child safety and the work of children's hospitals would provide the greatest flexibility in creating an effective major emphasis program.

CIRCLE K INTERNATIONAL

Proposed Amendments

The Committee reviewed the proposed amendments to the Circle K International Constitution and Bylaws. These proposed amendments will be voted on by delegates to the Circle K International Convention in August.

Circle K International Policies and Procedure Code

Due to time constraints, the Committee was unable to review the proposed Circle K International Policies and Procedures code.

Review of the 1985-86 Circle K International Budget

The Committee reviewed several revisions made in the Circle K International budget by the Circle K Administrator. Amendments made to those revisions by the Executive Committee of Circle K International were also reviewed.

Following discussion with the Finance Committee, the budget, which projects a surplus, was found to be in order. (The 1985-86 Circle K budget will be presented by the Finance Committee in their report.)

Recommendation #1:

The Committee recommends the Circle K International budget for 1985-86 be approved.

I move that recommendation 1 be adopted.

Approval of the Circle K International Cash Reserve Funds Policy

The Committee reviewed a counter-proposal from the Circle K International Board regarding the procedure for the utilization of Circle K International cash reserve funds. In May, the Kiwanis International Board sent the original proposal back to the Circle K International Board for amendment. This amendment was to provide for the approval of the Kiwanis International Board prior to the utilization of Circle K International cash reserves.

The Circle K International Board responded with this proposal:

1. Following the annual audit, the Circle K International Administrator will obtain from the Kiwanis International Department of Finance the current amount of cash reserve set aside for Circle K International.
2. Of the adopted amount, Circle K International will be allowed only to use 25% of it in any given administrative year.
3. Cash reserve can only be used if the current budget line item does not project the appropriate amount required to carry out projects approved by the Circle K International Board and it is impossible to reduce another line item proportionately.
4. Prior to authorization of the expenditures of cash reserves, the proposal must be reviewed by the Executive Committee, approved by the Administrator, and receive final approval by the Treasurer of Kiwanis International. Following said review and approval, the expenditure must be approved by a majority vote of the Circle K International Board.

Recommendation #2:

The Committee recommends the approval of the amendment to the Circle K International Cash Reserve Funds Policy.

I move that recommendation 2 be adopted.

Respectfully submitted,

JOHN D. MORTON, SR.
J. DONOVAN JACKSON, CHAIRMAN

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

June 27-28 and July 4, 1985

Date of Committee Meeting: June 27, 1985

Place of Committee Meeting: Toronto, Ontario

Present: Members - Raymond B. Allen, Aubrey E. Irby
Chairman - Robert G. Sinn
Staff - W. Thomas Nelson, Jr., Ronald L. West

1. Two Year Terms for Lieutenant Governors (Permissive)

The Committee considered the advisability of permitting two year terms for lieutenant governors at each district's option, and failed to see enough merit in this proposal to take action at this time.

2. Formalizing Kiwanis' Permanent Commitment to Strategic Planning

The Committee continues to believe that Kiwanis must establish long-term objectives and goals, consistently manage toward them year after year, and resist any temptation to arbitrarily abandon this well-founded management practice at any point in the future. As an initial step toward this end, the Board adopted a new Procedure - 116 - Strategic Planning - at its May 3-7, 1985 meeting. The Committee feels, however, that the Bylaws should also reflect our commitment to planning.

Recommendation #1:

The Committee recommends that the Board of Trustees propose to the October 4-6, 1985, International Council a Bylaw amendment which creates a new Section 4 of Article VII, which reads as follows:

Article VII, Section 4

The Board of Trustees shall establish and implement a strategic management plan for Kiwanis International. The plan shall be annually reviewed and revised as necessary.

I move that recommendation 1 be adopted.

3. Legitimizing Bi-Weekly Meetings

In response to the concerns raised by a governor at the January, 1985 Council meeting, the Committee carefully reviewed the current observance of Article I, Section 4, of the Bylaws which provides for a weekly meeting for all clubs.

Recommendation #2:

The Committee recommends that the Board of Trustees propose to the October 4-6, 1985, International Council a Bylaw amendment to Article I, Section 4, of the Kiwanis International Bylaws which reads as follows:

Article I, Section 4

A chartered club shall hold one weekly meeting on such day and at such place as shall be determined by the board of directors, except (a) any club organized prior to 1924 whose approved organizational bylaws permitted the club to meet bi-weekly and such club has continuously followed such practice without having been specifically disapproved by the Board of Trustees of Kiwanis International; and (b) clubs not in Canada and the United States, which shall meet at least bi-weekly. A club may hold such other meetings as the board of directors or membership may desire.

I move that recommendation 2 be adopted.

4. Extension into Grenada

The Committee considered the advisability of authorizing extension into Grenada. It was noted that this extension initiative would enjoy the direct involvement and support of the Eastern Canada and Caribbean District as well as that of Kiwanis clubs on neighboring islands. It was also noted, however, that Grenada holds no promise of ever meeting the "rule of five clubs," as required by Board Procedure 402 (a). After considerable discussion, the Committee decided to defer any action on this proposal. In principle, the Committee continues to believe that Kiwanis should concentrate on strengthening its membership and club base in existing nations rather than on extension into new nations.

5. Continuation of Special Criteria for District Status for the Netherlands Clubs

The Committee reviewed a request from the Kiwanis International-Europe Board of Trustees that the special criteria for district status offered to the Netherlands clubs during the June, 1984 Kiwanis International Board of Trustees meeting be extended for one more year to October 1, 1986. These special criteria are 25 clubs and 800 members, rather than the 25 clubs and 1,000 members ordinarily required by Board Procedure 409.2.

It should be noted that when Leo van Roosmalen appeared at the May, 1985 meeting to request this extension, the Committee directed that he first secure approval for his request from the Kiwanis International-Europe Board of Trustees and indicated that subsequent to this action, the Committee would give the proposal favorable consideration.

Recommendation #3:

The Committee recommends that the Kiwanis International Board of Trustees approve the Kiwanis International-Europe Board of Trustees' request that the criteria for district status for the Netherlands clubs remain at 25 clubs and 800 members until October 1, 1986.

I move that recommendation 3 be adopted.

6. Kiwanis International Strategic Plan

The Committee reviewed the second questionnaire which will be distributed in the House of Delegates at the 1985 International Convention and reviewed the results of the first strategic planning questionnaire.

Respectfully submitted,

RAYMOND B. ALLEN

AUBREY E. IRBY

ROBERT G. SINN, Chairman

REPORT OF BOARD COMMITTEE ON COMMUNICATIONS' AND EDUCATION

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 27-28 and July 4, 1985

Date of Committee Meeting: June 27, 1985

Place of Committee Meeting: Toronto, Ontario

Present: Member - Wilbur J. Blechman, M.D.
Chairman - Gene R. Overholt
Staff - Stephen W. Baker, Raymond W. Jeanes, Larry J. Horney,
and A.G. Terry Shaffer

OCTOBER INTERNATIONAL COUNCIL MEETING

The Committee approved the final draft of the program for the International Council Meeting to be held in Indianapolis, October 3-6, 1985. The Committee also approved motivational and inspirational speakers and noted that the official Call to Council is now being mailed to all members of Council and invited guests.

CONVENTION RESERVE FUND

The Committee reviewed the convention reserve fund which is currently in the amount of \$204,000. It was determined by the Committee that a limit of \$200,000 be set for the reserve.

Recommendation #1:

The Committee recommends that a limited reserve fund not to exceed \$200,000 be established and that any surplus would be used to reduce registration fees at future conventions.

I move that recommendation 1 be adopted.

LEADERSHIP TRAINING

As approved by the Board of Trustees, a leadership training pilot project was planned and implemented in three sites during May and June, 1985. An evaluation of the program, as part of the project, is also planned. The Board will recall that this pilot effort included funds for both development and implementation. The majority of the funds was in the development phase.

As a result of the research that went into the development of this program, it has become apparent to those most directly involved that our educational problems are more extensive than originally considered. However, we have within our grasp the means to correct a series of deficiencies and to improve Kiwanis' functioning overall.

More than ninety presidents-elect and lieutenant governors-elect attended sessions in Florida, Kansas, and Massachusetts. Let us presume that these men represent 12 divisions and clubs with almost 2000 members who will benefit from what was learned. The program given was interactive and in depth. It was not meant to be motivational, yet it had that effect. Though this was a two-day program given over a weekend, there was no loss of Kiwanis attendance or interest over that period of time. Indeed, the following quotes are instructive as well as interesting:

"I didn't know International was interested in what we do in my little club. This is the first time I've seen any money returned to the local program." (Obviously, there is an error in thinking on the part of the speaker, but the perception is most interesting.)

"This has been the best management program I have ever had, and I have a degree in business administration. International should spend more of our dues money on these kinds of projects. It helps down where the real needs are." (We have subsequently heard that a very similar program is given by Clairol to its management people, and also that we could easily have expected to pay \$50,000 for the development of such a program.)

"Nothing is more important than providing the leadership from the district or International level to make club officers the key to success in every community. Everything that we do---every dollar that we spend is important, but nothing should come before our attempts to guarantee the officers at the club level be effective missionaries for our organization and its objectives and goals." (This latter statement was made by a former district governor after he learned of the pilot program.)

In spite of some serious district concerns prior to the actual program dates, all three districts voluntarily spent money for housing and/or meals. This was of definite value. Furthermore, of those attending, all considered the results to be successful. It is recognized, however, that long-term evaluation is still necessary and that such evaluation will have to be much more extensive than originally planned. Furthermore, all information available to us indicates that significant results may take two or more years to show themselves.

It has also become obvious that limiting the concept of training only to club presidents-elect, though helping those most in need, is not an efficient or optimal way to go. Every aspect of education in Kiwanis, whether directly related to the organization or to leadership, should be under scrutiny and attack. Our present system of teaching at all levels suffers from inconsistencies in quality, content and delivery. That those responsible and involved have been able to do as much as they have under the present conditions speaks well of their dedication.

A similar situation in public relations has existed, and this Board responded with a significant investment of funds. The positive results, though not immediate, are now bringing tangible returns.

Training of our members should be evaluated by those who are expert in their roles and implemented by them as well. Educational materials must be brought to appropriate levels. We need to effect the educational content and delivery at Council, Governors-elect training conference, Lieutenant Governors-elect training conference, convention, and regional conferences, as well as to the club leadership.

Recommendation #2:

The Committee recommends that a year-long evaluation program be established, directed by staff, using P. M. Haeger, Inc. as consultants, funded at \$13,050.

I move that recommendation 2 be adopted.

PROCEDURE FOR OFFICIAL GIFTS FROM INTERNATIONAL PRESIDENTS

The INTERNATIONAL PRESIDENT often meets with heads of state and other regional, or local officials during his travels. These meetings require an exchange of official gifts as part of the ceremonies. In the past, the International President has not had a procedure to follow in the selection or purchase of gifts.

Establishing a procedure for official gift giving at designated levels will provide each International President with consistent assistance throughout his visits. This proposal would establish procedural costs and a record of gifts. This would also create historical reference and precedent for successive presidents.

Recommendation #3:

The Committee recommends that a new Procedure on Official Gifts from the International President be adopted and numbered 122.3 as follows:

Procedure 122.3 - Official Gifts from International President

- a. During the planning of presidential visits, the Assistant Secretary of Communications and Education shall make recommendations to the International President to determine the selection and purchase of gifts. The President is not required to present gifts at every occasion, and should use his judgment based upon the need.
- b. Below are the categories which define the status and price of gifts:

HEADS OF STATE (monarchs, presidents, premiers, or their appointed representatives) \$300.00 maximum.

REGIONAL OR AREA OFFICIALS (governors, military chiefs, archbishops et al.) \$100.00 maximum.

LEGISLATORS, MAYORS, LOCAL OFFICIALS (who are not direct appointments of heads of state) \$50.00 maximum.

- c. Gifts to Kiwanis International or district officers are at the discretion of the International President. These gifts should be at the personal expense of each president.
- d. If there is a question as to the status of any official, Staff should consult with appropriate protocol officers of the United States Department of State.

I move that recommendation 3 be adopted.

Respectfully submitted,

MORTON O. ALPER, D.D.S.

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

GENE R. OVERHOLT, Chairman

REPORT OF MEETING OF THE SPECIAL COMMITTEE ON FINANCIAL PROCEDURES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 27-28 and July 4, 1985

Date of Committee Meeting: June 26, 1985

Place of Committee Meeting: Toronto, Ontario

Present: Members - Noris A. Lusche, Gene R. Overholt, Donald E. Williams
Chairman - Frank J. DiNoto
Staff - Donald R. Collins, William Parker, Larry J. Smolecki and
Ronald L. West

At the May, 1985 meeting of the Board of Trustees, the Committee presented to the Board the proposed procedures for study and comment. No suggested changes have been received. Although the presented financial procedures are not complete, the Committee believes that they should be adopted, and the remaining procedures should be prepared and presented to the Board as soon as practical. The proposed procedures provide for a number of financial procedures, including the accrual basis of accounting, departmental costs, budgeting, forward plans, and investments and defines the duties and responsibilities of the Finance Committee.

If adopted, at the October, 1985 meeting the Committee will submit a list of the current procedures which have been revised or amended.

Recommendation #1:

The Committee recommends that the proposed financial procedures, sections 801 to 812.4 and section 113.2 and attached as Exhibit A be adopted.

I move that recommendation 1 be adopted.

Staff submitted to the Committee a comprehensive report, entitled "Accounts Payable/Accrual System Evaluation." The study was designed to evaluate the possibility of using a mainframe or microcomputers for accounts payable and accrual accounting purposes, budget preparation and update and cash flow analysis. The Committee commends staff for this comprehensive report. The report has been reviewed by Wolf & Company, our auditors, and they agree with the recommendations made in the report.

The study concludes that modifications of the present accounting system can be made by staff to provide for an accrual method of accounting rather than the current hybrid system. Present staff would complete the initial procedure on a manual basis, with a subsequent modification or replacement contemplated with the implementation of a mechanized system.

The manual system for accounts payable and accruals would include a series of control improvements and procedure changes and begin being phased in by October 1, 1985. These steps should be essentially complete and in place by September 30, 1986.

Also needed for implementation would be the addition of two or three computer programs to create a new month-end report to summarize the accumulation of vendor invoices and open accounts payable charges.

Further enhancements to the manual accrual/accounts payable system will be appropriate in the future with the purchase and installation of accounts payable and general ledger software packages. Currently, the cost of these packages would approximate \$55,000, but further study is needed and additional computer conversions will be required before such changes are made.

The Committee agreed that the manual system for accounts payable and accruals would enhance our accounting system and that staff should proceed with its implementation.

Respectfully submitted,

DONALD E. WILLIAMS

GENE R. OVERHOLT

NORIS A. LUSCHE

FRANK J. DINOTO, Chairman

801. Accounting System801.1 Accrual Basis

Kiwanis International shall maintain its books and records on an accrual basis in accordance with generally accepted accounting principles. Changes from one acceptable accounting principle to another may be recommended by the Committee on Finance, but must be approved by the Board.

801.2 Departmental Costs

- a. A classification of departments and accounts shall be maintained and all revenue and disbursement items shall be distributed according to their proper classification.
- b. For cost allocations, Key Club, Circle K and the Kiwanis International Foundation (which are separate organizations) are considered as separate Kiwanis departments. On accounts payable balances among the organizations, interest will be charged at current money market rates.
- c. General Office occupancy and operating costs will be allocated among the various departments in accordance with these procedures, and include the following:
 - (1) Departmental overhead costs (General Office occupancy) will be based on space used, including building maintenance and repairs, utilities, depreciation, janitorial services and similar costs.
 - (2) Personnel costs for employees performing services for other departments will be based prorata on the employee's salary, employee benefit costs and departmental overhead costs. Employee benefit costs include payroll taxes, group and medical insurance, pension costs and similar expenses.
 - (3) The convention, magazine, office services, finance, data processing, public relations or other departments performing services for another department will allocate costs based on any direct expenses, personnel costs and departmental overhead costs.
 - (4) Telephone expense will be based on the number of departmental telephones for the basic monthly charge and the specific usage for all additional charges.

801.3 Monthly Reports

- a. Monthly reports descriptive of the financial operations of Kiwanis International, including department costs, variations from budget and the reasons for material variations, if any, shall be prepared under the direction of the International Secretary.

801.3 Monthly Reports (continued)

- b. The complete monthly financial reports and the reasons for material variations shall be provided to the President, President-elect, Treasurer, the Board Committee on Finance and, upon request, to any other Board member, no later than the twenty-eighth day following the end of the month.
- c. The summary statement of financial condition and certain departmental financial reports with the reasons for any material variations shall be provided to other Board members. The reports will cover the operations of the related departments of the Board member's committees. Such reports shall be provided no later than the twenty-eighth day following the end of the month.

801.4 Chart of Accounts

The departmental classification and chart of accounts shall be established by the International Secretary. Extreme caution must be exercised with respect to a change in departmental classification or account designations, especially if such changes will not permit the easy comparison of the current and prior years' revenues and expenses.

801.5 Accounting Manual

The International Secretary has the responsibility to prepare an accounting manual and update it annually. The accounting manual shall contain the departmental classification of accounts and a detailed explanation of each individual account.

801.6 Fiscal Year

The fiscal year for Kiwanis, Key Club and Circle K shall be from October 1 to September 30.

801.7 Funds/Reserve Accounts

Separate funds or reserve accounts may be established by the Board of Trustees, which shall indicate their purposes and the sources of revenues and charges. See Section 830 to 839.

802. Committee on Finance

802.1 Composition

The President, with the consent of the Board, shall appoint the Committee on Finance consisting of not less than four members. At least three members of the Committee, including the chairman, must also be members of the Executive Committee.

802.2 Responsibilities

A detail of responsibilities is listed in Section 113.2

802.3 Operation

- a. Prior to the Kiwanis International Convention, the Committee must recommend to the Board the annual budgets for Kiwanis, Key Club and Circle K for the succeeding fiscal year.
- b. Any Board committee recommendation involving finances shall be referred to the Committee on Finance to determine the source of available funds should the Board approve the recommendation.
- c. As a part of the Committee on Finance's responsibilities, at each meeting it will examine and review:
 - (1) The current monthly financial reports for Kiwanis International, Key Club and Circle K.
 - (2) The variations from budget.
 - (3) The financial effects of all Board committee recommendations to the Board.
 - (4) The report on compliance of Board policies and procedures to be prepared by the International Secretary. The report is to indicate non-compliance with any policies or procedures, the reasons for non-compliance, the date of expected compliance and any policies or procedures brought into compliance from the date of the last report.

803. Accounting Records and Reports

803.1 Management Reports

Accounting reports must provide the information necessary to determine financial results and be in a form which permits management decisions to be made for current operations and future planning.

803.2 Data Processing

- a. Due to the volume of data, accounting records will be maintained on a data processing system.
- b. A back-up system shall be established.
- c. Back-up accounting records shall be maintained both on site and off site.

803.3 Inspection

The books and records of Kiwanis International, Key Club International and Circle K International shall be open for inspection by any member of the Board of Trustees.

803.4 Closing of Books and Records

To permit timely financial statements and preparation of the audit report, the books and records for the previous fiscal year will be closed by October 31.

804. Budget804.1 Definitions

- a. A budget is a "plan of action," which reflects the organization's goals and objectives in monetary terms for a future period of time.
- b. An operating budget is a detailed financial statement of revenue and expenses which reflect goals and objectives for a period of twelve months.
- c. A capital budget is a detailed financial statement which projects capital expenditures for a period of not less than twelve months.
- d. A "zero-based" budget re-evaluates all programs that the organization provides, with the underlying assumption that everything done in the past must periodically be rejustified.

Note: In zero-based budgeting, consideration must be given to the current purposes, goals and objectives of the organization, and the answers to the following questions:

- (1) Do current programs and procedures accomplish the purposes, goals and objectives of Kiwanis?
 - (2) Are the current programs and procedures efficient, effective and worthwhile?
- e. An "incremental" budget basically adds or subtracts a certain percentage or amount to last year's budget or actual revenues or expenses. Emphasis is placed on past data with an underlying assumption that expenditures for past programs are fair and necessary and are to be continued without any major changes.
 - f. A forward plan is a financial statement of revenues, expenses and capital expenditures for a period of not less than three years which reflects the organization's goals and objectives.

804.2 Preparation - Operating Budget

- a. The annual budget shall be prepared using the "zero-based" (and not the "incremental") method of budgeting.

804.2 Preparation - Operating Budget (continued)

- b. The proposed operating budget will be a line-item departmental estimate of revenues and expenses and will include the following data:
- (1) The current year's budget.
 - (2) Revenues and expenses to date and estimates for the current year.
 - (3) Actual revenues and expenses for the prior two years.
 - (4) A departmental narrative of any new, modified or discontinued items or programs, any personnel changes being requested and a prioritized "wish list."
- c. The president-elect shall consult with the Staff and the Committee on Finance concerning the budget assumptions, travel expense, and any programs or services proposed to be emphasized, discontinued or changed during his term as president.
- d. The chronological budget procedure for Staff and the Committee meetings is as follows:
- (1) January - Committee on Finance submits to the Board for approval the budget assumptions, and organizational goals and objectives.
 - (2) March - Department managers prepare departmental budgets for review by senior management.
 - (3) April 10 - Proposed budget is sent by Staff to the Committee on Finance for review. (Committee meeting discretionary.)
 - (4) May - Proposed budget and organizational goals and objectives are submitted to the Board for approval.
 - (5) Convention - Approved budget and organizational goals and objectives are distributed to the Board.
 - (6) October - The Committee on Finance reviews the budget to determine if any changes, including any unused expense, should be recommended to the Board.
- e. As a part of budget preparation, a cash flow analysis should be prepared.
- f. By October 31, the month-by-month operating budget shall be prepared.

804.2 Preparation - Operating Budget (continued)

- g. Any expense not used and/or accrued at year-end does not carry over to the next year. To permit the expenditure, such item must be considered by the Committee on Finance and approved by the Board at the October meeting.

804.3 Capital Budget

- a. A capital budget shall be prepared annually, following the chronological budget procedures set forth in Section 804.2 d.
- b. The monetary value of a purchase to qualify as a capital asset is \$500 or more.

804.4 Accountability

- a. The Board is fully accountable for the operations of Kiwanis International through an adequate, informative budget system and financial reports.
- b. The International Secretary is fully accountable for the financial performance of Kiwanis International within the budget limits.
- c. All assistant secretaries, department directors and managers are fully accountable for their departmental financial performances within such departmental budget limits.

804.5 Financial Reports

- a. Monthly financial reports for Kiwanis, Key Club and Circle K shall detail revenues and expenditures for the current year to date, make a comparison to the same period of the previous year, note variations from the current year's budget, and include comments on material variations.
- b. Monthly financial reports also shall include the annual budget of revenues and expenses, the year-to-date amounts of revenues and expenses, the remaining budgeted amounts and the percentage of budget received or expended.

804.6 Budget Changes

- a. A budget change shall be made only after careful consideration is given to the overall effect on the financial condition and forward planning of Kiwanis International.
- b. Each Board committee must review each of its recommendations as to the effect on the current budget and Kiwanis finances, and it must include the effect in its report. If a recommendation involves a change in expenditures as compared to budget, before presentation to the Board, the committee must review the request for change with the Committee on Finance, which will indicate the source of funds available for such recommendation.

- c. Any intra-departmental budget transfer up to \$2500 may be made by the International Secretary, and such transfer shall be reported to the Committee on Finance at its next meeting. Any intra-departmental budget transfer of \$2500 or more, or any interdepartmental budget transfer shall be subject to the approval by the Board.

804.7 Authorized Disbursements

- a. By the adoption of the budget by the Board, the disbursement of expenses or capital expenditures is authorized for the purposes specified and up to the amount in the budget. Each item is appropriated as a maximum, and if the person making the expenditure can purchase the goods or services for a lesser amount, the funds of Kiwanis International should be conserved.
- b. Disbursements in any year shall not exceed the gross amount of revenues in the annual budget.
- c. As to all disbursements, the International Secretary shall be responsible to establish proper internal controls.

804.8 Forward Plan

- a. Kiwanis shall maintain a forward financial plan for a period of at least two full years beyond the end of the current fiscal period. This forward plan shall be prepared with the annual budget, and it shall be updated annually.
- b. The forward plan is a less detailed document than a budget, but considers both operations and capital expenditures. The plan will be based on departmental revenues and expenses, economic conditions, anticipated inflation rates, and the organization's goals and objectives. The plan will be used to evaluate the financial feasibility of achieving such goals and objectives, including the need for any dues adjustments.

805. Audit

805.1 Form

The annual audit for Kiwanis International, Key Club International and Circle K International shall be conducted in accordance with generally accepted auditing standards. The auditor must present a management letter with the audit report.

805.2 Auditors

At the January Board meeting the Committee on Finance shall recommend and the Board shall select the auditors.

805.3 Meeting With Board

The auditors shall meet with the Board at its January meeting to discuss the final audit report and management letter. By January 1, tentative and preliminary drafts shall be submitted to the Committee on Finance which may then hold a conference call meeting with the auditors.

805.4 Mailing to Clubs

On or before February 1, the International Secretary shall mail to the secretary of each chartered club a copy of the audit report for the previous fiscal year, together with a summary of events and developments that took place during that year.

805.5 Management Letter

- a. A management letter is addressed to the Board and it is to be treated as a confidential report.
- b. The auditor should include in the management letter its evaluation of the adequacy and effectiveness of the internal controls with specific findings on any weakness, together with its recommendations for improvement.

806. New Internal Controls

The International Secretary shall be responsible for proper internal controls over all receipts and disbursements.

809. Miscellaneous

809.1 Currency Exchange Rates for Payment for Accounts

Payments of outstanding amounts owed by clubs shall be the equivalent in U.S. dollars at the currency exchange rates in effect on the date of the billing, providing the account is paid within 60 days. Otherwise, payment must be at the exchange rate on the date of payment.
(2/1/83)

809.2 Payment by Clubs of Financial Obligations to Kiwanis International

- a. All clubs shall make every effort to submit payment to Kiwanis International directly.
- b. In countries where monetary policies do not permit direct payments to Kiwanis International, the International Secretary may open a bank account in the name and ownership of Kiwanis International for the collection and transmittal of dues and other funds, and the responsibility shall be assumed by the following:
 - (1) In districted areas, the district governor.
 - (2) In non-districted areas, the ranking officer appointed by the International Secretary.

809.2 Payment by Clubs of Financial Obligations to Kiwanis International
(continued)

c. Fiscal agents are expected to submit financial reports to Kiwanis International by the fifteenth day of the following month.

809.3 Emergency Situations

In emergency situations, the International Secretary, after prior consultation with the President, Treasurer or the chairman of the Committee on Finance, may take whatever actions appear necessary to safeguard the funds, investments, other assets or the financial obligations of Kiwanis International.

811. Cash

811.1 Composition

Cash shall consist of deposits in checking or other demand accounts, overnight deposits, and the petty cash account. Time deposits and certificates of deposit shall be considered as "investments."

811.2 Valuation

All cash shall be recorded on the basis of United States currency or its equivalent.

811.3 Banking Arrangements

- a. The International Secretary is authorized to establish the banking arrangements necessary to permit Kiwanis to conduct business in any nation or area in which Kiwanis has member clubs. When practical, cash receipts should be deposited and disbursements should be made from United States or Canadian bank accounts.
- b. When practical, funds deposited outside the United States will be transferred to U.S. bank accounts. Any gain or loss on transfer will be charged to account 115, Currency Exchange Cost.
- c. Authorized signatures for bank accounts are as follows:
 - (1) General accounts - President, Treasurer, Secretary, Director of Finance, or Assistant Secretary for Administration.
 - (2) Time deposits -
 - (3) Money Market accounts -
 - (4) Pension Trust accounts - President, Treasurer, Secretary, Assistant Secretary for Administration.

811.3 Banking Arrangements (continued)

- c. (5) Canadian accounts -
- (6) Kiwanis International Europe -
- (7) Extension area accounts -
- (8) Key Club International -
- (9) Circle K International -

811.4 Bank Account Balances

Bank account balances are to be maintained in an amount only sufficient to compensate for the account charges. Additional account balances will be invested in interest bearing accounts or investments. The International Secretary is responsible for the fulfillment of this procedure.

811.5 Disbursements

All disbursements shall be made by voucher checks, which shall show the payee, the services rendered or item purchased, and the amount of payment. (Bylaws, Article XVII, Section 4)

811.6 Petty Cash Account

A petty cash account will be established in an amount sufficient to permit it to be used for the payment of expenses which are nominal in amount. This account will be under the control of a custodian and will be replenished on an imprest basis, with disbursements evidenced by preprinted vouchers and supporting documents.

812. Investments

812.1 Types of Investments

The Board may designate funds which are not required for current purposes to be set aside for investment purposes. The authorized investment securities are limited to the following:

a. United States/Canada

- (1) United States/Canada government or government agency obligations.
- (2) Certificates of deposit or bankers acceptances up to \$500,000 and from United States banks rated P-1 or P-2 by Moody's; A or better by Standard & Poors; A or B by Keefe, Bruyette & Woods; or 1 to 3 by McCarthy & Chrisanti.

812.1 Types of Investments (continued)

b. Other countries or areas

- (1) Investments may be made in interest bearing bank certificates of deposit for a term not to exceed six months.
- (2) The Secretary, with the consent of the President, Treasurer or the chairman of the Committee on Finance may make other investments which he deems advisable, provided such investments generally follow the principles of the Board's investment procedures.

812.2 Term

United States/Canadian investments may be made for a term not to exceed one year.

812.3 Objectives

Investments must provide safety of capital, a reasonable rate of return, liquidity, marketability and low price volatility.

812.4 Investment Advisor

Subject to the approval of the Finance Committee, the International Secretary may select a qualified investment advisor which shall have the authority to purchase or sell securities and to reinvest sales proceeds in accordance with Board procedures. The investment advisor will submit quarterly reports to the Committee summarizing the current portfolio, sales, purchases and earnings during the quarter, and any recommendations for future investment procedures.

113.2 Finance Committee - Responsibilities

The Committee shall:

- a. General - Counsel the Board on matters pertaining to the finances of Kiwanis International.
- b. Financial Operations - Examine and review monthly financial reports for Kiwanis, Key Club and Circle K, the variations from budget, the annual audit reports and management letter, and make any recommendations concerning such reports to the Board.
- c. Budget - With the assistance of Staff, prepare the annual budget and present it to the Board for its approval; review budget change requests from staff and/or Board committees and determine the source of available funds should the Board approve the recommendation.
- d. Forward Plan - With the assistance of Staff, prepare the forward plan and present it to the Board for its approval.
- e. Accounting Systems - Regularly examine the departmental costs and the accounting systems, and determine that they are meeting the needs of Kiwanis, Key Club and Circle K.
- f. Investments - Subject to the Board's approval, establish policies and procedures for the investment of excess funds and reserves.
- g. Financial Policies and Procedures - Subject to the Board's approval, establish and review financial policies and procedures for Kiwanis, Key Club and Circle K, and the financial relationships among such organizations and with the Kiwanis International Foundation.
- h. Convention - Review the Convention budget prepared by Staff and the Board committee responsible for conventions and jointly with that committee, review the Convention financial report and variations, and report the operating results of the Convention to the Board.
- i. Sponsored Youth -
 - (1) Determine that separate, accurate accounting records are maintained for Key Club and Circle K.
 - (2) Review the budgets for Key Club and Circle K, prepared jointly by the Key Club or Circle K Boards and the responsible Board committee.
 - (3) Subject to the Kiwanis Board of Trustees' approval, establish the financial policies and procedures applicable to Key Club and Circle K, and determine the Kiwanis subsidies and grants to such organizations.
 - (4) Jointly with the responsible Board committee, review the financial reports and operations of Key Club and Circle K, and make any recommendations to the Kiwanis International, Key Club and/or Circle K Boards of Trustees concerning such operations, reports and budget variations.

REPORT OF BOARD COMMITTEE ON FINANCETO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESJune 27-28 and July 4, 1985

Date of Committee Meeting: June 26, 27 & 28, 1985

Place of Committee Meeting: Toronto, Ontario

Present: Members - Mark Arthur, Jr., Frank J. DiNoto, Anton J. Kaiser
Chairman - Noris A. Lusche
Staff - Kathy Cadwell and Ronald L. West

LIABILITY AND ACCIDENT/MEDICAL INSURANCE PREMIUMS

Based upon preliminary information provided to the Finance Committee prior to the May, 1985 meeting of the Board, the Board approved an increase in the amount to be charged each member of Kiwanis International in North America for comprehensive liability insurance and limited blanket accident/medical premiums, from \$1.20 to \$1.60. The Committee has since been informed that our present carrier has declined to renew our policy because of its general loss experience on such policies and pending litigation on our account, and that the premium required by a replacement company, not yet finally selected, will be considerably higher than the \$1.60 per member. The best estimates now available are \$1.71 for liability insurance and 30¢ for the accident/medical insurance, to which the Committee believes should be added 13¢ for Kiwanis International's administration of the insurance programs. There is currently a balance of approximately \$147,000 in our General Liability Insurance Reserve Fund, some of which the Committee feels should be used to lessen slightly the impact on our clubs of the large increase in these insurance premiums.

Recommendation #1:

The Committee recommends that the Board reconsider the action taken at the last meeting in regard to increasing the premium of the comprehensive liability insurance and limited blanket accident/medical insurance from \$1.20 to \$1.60.

I move that recommendation 1 be adopted.

Recommendation #2:

The Committee recommends that the premium for the comprehensive liability insurance and limited blanket accident/medical insurance be increased from \$1.20 to \$2.10 per member, effective October 1, 1985.

I move that recommendation 2 be adopted.

BYLAWS

In order to improve our investment procedures, the Committee considers it desirable to remove the restrictions contained in Article XVII, Section 6, of the Bylaws. The Committee proposes that the change be submitted to the International Council in October, 1985.

Article XVII, Section 6, of the Bylaws presently reads:

The Board of Trustees shall designate the depositories of all funds of Kiwanis International, provided that the depositories of the United States funds and of current operating funds shall be located in the same city as the office of the Secretary.

Recommendation #3:

The Committee recommends that the International Council be requested to amend Article XVII, Section 6, of the Bylaws at its October, 1985 meeting to read as follows:

The Board of Trustees shall designate the depositories of all funds of Kiwanis International.

The Committee further recommends that the required notice of this proposed amendment be timely sent to each member of Council prior to its October, 1985 meeting.

I move that recommendation 3 be adopted.

Because of delays in receiving our annual audit reports, it is increasingly difficult to comply with the deadline directed by Article XIX, Section 2, of the Bylaws which presently reads as follows:

On or before the first day of February in each year, the Board of Trustees shall cause to be mailed to the Secretary of each chartered club the balance sheet and a statement of the receipts and expenditures of Kiwanis International for the previous fiscal year, duly certified by the auditors.

The Committee proposes that a change in this section be submitted to Council in October, 1985.

Recommendation #4:

The Committee recommends that the International Council be requested to amend Article XIX, Section 2, of the Bylaws to read as follows:

On or before the first day of March in each year, the Board of Trustees shall cause to be mailed to the Secretary of each chartered club the balance sheet and a statement of the receipts and expenditures of Kiwanis International for the previous fiscal year, duly certified by the auditors.

The Committee further recommends that the required notice of this proposed amendment be timely sent to each member of Council prior to its October, 1985 meeting.

I move recommendation 4 be adopted.

1985-86 BUDGET

The Committee continued its review of the proposed budget as submitted by staff. Adjustments made by the Committee at its previous meetings were included and the proposed budget has been sent to the Board for its review.

The Committee has made additional adjustments to conform to the guidelines previously adopted by the Board. All changes have been reviewed with staff, and staff may have some comments concerning the reduction of expenses made by the Committee. The proposed budget as submitted compares to certain Board approved assumptions as follows:

	<u>Proposed Budget</u>	<u>Board Approved Assumptions</u>
Dues paying members	300,000	306,000
Number of new clubs formed	340	300
Number of new members - processing fees	43,500	42,500
Surplus - operative fund	\$452,657	\$400,000 (minimum)
Increase in expenses compared to 1984-85 budget	1.2%	5.0% (maximum)
Wages - average increase	5.0%	5.0%

The proposed budget includes the finances of KI-European Operations and, as a result, both the number of new clubs formed and new members paying processing fees were increased. Based on 1984-85 actual dues income, the Committee reduced the projected dues income to 300,000 members. Inflationary assumptions were adjusted to consider actual increases in costs of postage, printing and travel expenses.

The International Convention budget now indicates a surplus of \$2,719. This budget will be reviewed by the Committee on Communications and Education at its October, 1985 meeting and certain revisions may be made, but the Committee indicates that any revision will still result in a slight surplus.

In the proposed budget, the capital improvement fund will increase by \$5,500, and the general liability insurance fund will be decreased by \$16,695. The net increase in all funds will be \$444,181.

The proposed budget is now being submitted for final review by the Board and for adoption at the October meeting.

Respectfully submitted,

MARK ARTHUR, JR.

FRANK J. DINOTO

ANTON J. KAISER

NORIS A. LUSCHE, Chairman

REPORT OF COMMITTEE OF PAST PRESIDENTSTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESJune 27-28 and July 4, 1985

Date of Committee Meeting: June 28, 1985

Place of Committee Meeting: Toronto, Ontario

Present: Members - Wes H. Bartlett, Roy W. Davis, William M. Eagles, M.D., Merald Enstad, Maurice Gladman, James M. Moler, Ted R. Osborn, Walter J. L. Ray, John T. Roberts, Stanley E. Schneider, Mark A. Smith, Jr., Hilmar L. "Bill" Solberg, Charles A. "Nick" Swain, Merle H. Tucker, Albert J. Tully, I. R. "Whitey" Witthuhn, and O.E. Peterson (Honorary Member)

Chairman - E. B. "Mac" McKitrick

Absent - Reed C. Culp, Donald T. Forsythe, Edward C. Keefe, Robert F. Weber

Staff - William P. Berry, Donald R. Collins, Christopher Rice, James L. Sheets, G. H. "Gil" Zitzelsberger

Others - Frank J. DiNoto, Raymond W. Lansford, Donald E. Williams

The Committee expressed its concern and sympathy to Mark and Judy Arthur. The minutes were approved for the meeting of the Past International Presidents held January 13, 1985.

ITEMS DISCUSSEDCouncil

Members of the Committee indicated their belief that the Past Presidents had a poor image among recent governors because the Past Presidents no longer had an opportunity to fulfill their proper role as counselors. Traditionally, this role was clearly established during discussions at Council at which Past Presidents shared their experience with governors. Moreover, some Past Presidents felt governors in recent years have lost the sense of Council as a legislative body where their concerns can be aired. As a result, governors are not able to participate in the management of the organization and resent the input the Past Presidents have.

Selection of Trustees

The Committee reviewed the report made by Jim Moler at the Committee's meeting in Phoenix and members indicated their support for the recommendation passed at that meeting. Large sums of money raised through various means are currently spent by districts to sway the votes of delegates who do not really know the men they ultimately vote for. These problems could be solved by establishing a system of specified representatives.

Concern was also expressed by Roy Davis over the appearances of Board members at meetings in districts which they do not counsel. This increased exposure improves their chances at election time.

Being Properly Informed

The Committee indicated great interest in knowing the reasoning behind some Board decisions and members voiced a desire for greater explanation in Board reports. For instance, several Past Presidents said they would like to know the specific reason the Board rejected an opportunity to establish a club in Bolivia. Albert Tully also indicated that more information should appear in the resource book given to Past Presidents.

Recommendation #1:

The Committee recommends that Past Presidents be given a more informative resource book that includes current Policy and Procedures.

International Expenses

The Committee discussed at great length the lack of information on the uses of the dollar-per-member allocation for international extension. Discussion with staff members led the Committee to conclude that a clear definition of appropriate expenses is needed if the allocation is to be continued. Many expenses listed in this area do not relate to growth and new club building. It may be that the allocation has outlived its usefulness. The Committee requested a report on this issue from Merle Tucker at its next meeting.

Liability Insurance

The Committee discussed the increase in insurance costs and the likelihood that costs will continue to increase. Committee members expressed a variety of opinions on the need to stop purchasing insurance or put a cap on the charges or explore self-insurance.

Recommendation #2:

The Committee recommends that the Board immediately consider the rewording of Article XVIII of the International Bylaws regarding liability insurance.

Parliamentarian

The Committee discussed the Parliamentarian used in Phoenix and scheduled for use in Toronto.

Recommendation #3:

The Committee recommends that all future Parliamentarians be members of Kiwanis International.

Report of the Kiwanis International Foundation
to the
Kiwanis International Board

July 4, 1985

Toronto, Ontario, Canada

For those of you not able to be present at the Foundation Honor Reception yesterday, I shall repeat the abbreviated financial statement of the Kiwanis International Foundation, as of the end of May 1985. Assets equal \$1,585,071, total income of \$849,165, versus \$745,659 last year at the same time, total administrative and promotional expenses of \$186,000, versus \$213,000 last year. That is a 14% increase in income and 14% decrease in expenses. We have expended over \$333,000 in grants and expect to expend another \$250,000 before the end of the administrative year.

At the Foundation Board meeting last Friday and Saturday the Board approved 12 of 15 Robert P. Connelly nominations. Also approved were 3 out of 8 grant requests for a total of \$19,500. Those approved requests were:

\$10,000 to the National Farm-City Council
2,000 to Kiwanis International for the printing
of a Character Education Service Bulletin
7,500 to Freedoms Foundation.

This board meeting being the annual meeting of the Foundation, I am pleased to report the results of the election of officers for 1985-86:

Robert C. Leggett, Secretary-Treasurer
Robert F. Weber, Vice President, and
George Engdahl, President.

As you recall from your May Board Meeting, you confirmed the appointment of Aubrey E. Irby and Wm. A. "Bill" Thacher to a two year term on the Foundation Board, effective October 1, 1985. Since that meeting, the Foundation has been advised by Trustee Richard Schwartz that he will not be available for reelection for his second two year term, hence the Foundation submits to this body the name of Raymond Wolfson, Past Governor of the New England District, for confirmation to a two year term on the Foundation Board, effective October 1, 1985.

As a final item, I would like to report to you a successful Honor Reception Tuesday afternoon which was attended by over 400 persons. The Foundation paid tribute to over 200 individuals for their contributions to the Hixson or Tablet of Honor programs, and special tribute to Aubrey E. Irby, Ole Olson and H. Lee Powell, Jr., who were the first recipients of the Distinguished Service Medal.

We thank the Kiwanis International Board for their continued support and words of encouragement.

Respectfully submitted,

Maurice Gladman
President, Kiwanis International Foundation

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

July 4, 1985

Date of Committee Meeting: June 27, 1985

Place of Committee Meeting: Toronto, Ontario, Canada

Present: Members - Frank J. DiNoto, Mark Arthur, Jr.
Anton J. "Tony" Kaiser

Chairman - Noris A. Lusche

Staff - Ronald L. West

1. Budget Adjustments

The Finance Department requested a budget adjustment of \$17,865 to accommodate another employee in that department. The Public Relations Department requested a budget adjustment of \$5,126 to cover the cost of a Public Relations Handbook printed in fiscal year 1983-84 and being paid in 1984-85. The Advertising Department requested a budget adjustment of \$6,000 to accommodate an employee transferred from another department.

To honor these requests, we are transferring a total of \$28,991 from the Salary Account in the Extension Department. The funds are available in that department as a result of a reduction of staff.

Recommendation 1:

The Committee recommends that \$17,865 be transferred from Department 05 Extension to Department 16 Finance; \$5,126 from Department 05 Extension to Department 04 Public Relations; from Department 05 Extension, \$6,000 to Department 09 Advertising.

I move recommendation 1 be adopted.

1985-86 BOARD COUNSELORS TO DISTRICTS

ALABAMA	Avelino V. "Beling" Tanjuakio
<u>ANDEAN AND CENTRAL AMERICA</u>	<u>Robert G. Sinn</u>
AUSTRALIA	Noris A. Lusche*
AUSTRIA-GERMANY	<u>Raymond B. Allen</u>
BENELUX-FRANCE-MONACO	Gene R. Overholt
CALIFORNIA-NEVADA-HAWAII	Noris A. Lusche
CAPITAL	William L. Lieber
CAROLINAS	Raymond B. Allen
EASTERN CANADA AND THE CARIBBEAN	Morton O. Alper, D.D.S.
FLORIDA	Robert G. Sinn
GEORGIA	Anton J. "Tony" Kaiser
ICELAND	Frank J. DiNoto
ILLINOIS-EASTERN IOWA	Raymond W. Lansford
INDIANA	Gene R. Overholt
ITALY	W. J. "Wil" Blechman, M.D.
JAPAN	Donald E. Williams
KANSAS	Morton O. Alper, D.D.S.
KENTUCKY-TENNESSEE	John D. Morton, Sr.
LOUISIANA-MISSISSIPPI-WEST TENNESSEE	C. A. Dillon, Jr.
MICHIGAN	William L. Lieber
MINNESOTA-DAKOTAS	Raymond B. Allen
MISSOURI-ARKANSAS	John D. Morton, Sr.
MONTANA	A. F. "Al" Lough (Kaiser)
NEBRASKA-IOWA	Robert A. Wagner
NEW ENGLAND	W. J. "Wil" Blechman, M.D.
NEW JERSEY	A. F. "Al" Lough (Dillon)
NEW YORK	W. J. "Wil" Blechman, M.D.
<u>NEW ZEALAND</u>	<u>Frank J. DiNoto</u>
NORDEN	Raymond W. Lansford
OHIO	Gene R. Overholt
PACIFIC NORTHWEST	Kurt K. Huber, M.D.
PENNSYLVANIA	Kurt K. Huber, M.D.
PHILIPPINE LUZON	Anton J. "Tony" Kaiser
PHILIPPINE SOUTH	Anton J. "Tony" Kaiser
REPUBLIC OF CHINA	Noris A. Lusche
ROCKY MOUNTAIN	Frank J. DiNoto
SOUTHWEST	J. Donovan Jackson
<u>SWITZERLAND-LIECHTENSTEIN</u>	<u>J. Donovan Jackson</u>
TEXAS-OKLAHOMA	J. Donovan Jackson
UTAH-IDAHO	C. A. Dillon, Jr.
WEST VIRGINIA	Avelino V. "Beling" Tanjuakio
WESTERN CANADA	Robert G. Sinn
WISCONSIN-UPPER MICHIGAN	Robert A. Wagner
PROVISIONAL DISTRICT OF KOREA	Avelino V. "Beling" Tanjuakio
NETHERLANDS	
(when applicable)	Kurt K. Huber, M.D.

NOTE: Districts that are underscored will be visited by the President. Therefore, there will be no international representative at the 1985 summer conventions for the New Zealand and Andean and Central America districts and the 1986 spring conventions for Austria-Germany and Switzerland-Liechtenstein districts.

* The Australia district held their 1985 convention during the Asia-Pacific Conference. Therefore, they will not hold a convention during this administrative year.

1985 DISTRICT CONVENTIONS
AND 1986 SPRING DISTRICT CONVENTIONS

23/85

<u>District</u>	<u>Convention City</u>	<u>Convention Dates</u>	<u>Date of Convention Board Meeting</u>	<u>Representative</u>
Australia	Sidney, New South Wales	4/25	4/25	Raymond W. Lansford
Nebraska-Iowa	Cedar Rapids, Iowa	4/26-28	4/26	J. Donovan Jackson
Pacific Northwest	Eugene, Oregon	5/10-12	5/10	Mark Arthur, Jr.
Eastern Canada and Caribbean	Saint John, New Brunswick	7/31-8/3	7/31	Morton O. Alper, D.D.S.
Minnesota-Dakotas	Aberdeen, South Dakota	8/2-4	8/3	Raymond B. Allen
Alabama	Montgomery, Alabama	8/2-4	8/1	Avelino V. Tanjuakio
Rocky Mountain	Granby, Colorado	8/8-11	8/8	Frank J. DiNoto
Missouri-Arkansas	Springfield, Missouri	8/8-11	8/9	John D. Morton, Sr.
Carolinas	Greenville, North Carolina	8/9-11		Raymond B. Allen
Indiana	South Bend, Indiana	8/9-11	8/9	Gene R. Overholt
Kansas	Lawrence, Kansas	8/9-11	8/9-11	Morton O. Alper, D.D.S.
West Virginia	Huntington, West Virginia	8/9-11	8/9	Avelino V. Tanjuakio
Western Canada	Swift Current, Saskatchewan, Canada	8/11-13	8/10	Robert G. Sinn
Texas-Oklahoma	Corpus Christi, Texas	8/15-17	--	J. Donovan Jackson
Capital	Baltimore, Maryland	8/15-18	8/16	William L. Lieber
Illinois-Eastern Iowa	St. Louis, Missouri	8/15-17	8/15	Raymond W. Lansford
Montana	Great Falls, Montana	8/15-17	8/15	A. F. "Al" Lough
Ohio	Dayton, Ohio	8/15-18	8/16	Gene R. Overholt

<u>District</u>	<u>Convention City</u>	<u>Convention Dates</u>	<u>Date of Convention Board Meeting</u>	<u>Representative</u>
New York	Uniondale, New York	8/15-18	8/15	W. J. "Wil" Blechman MD
Louisiana-Mississippi West Tennessee	Lafayette, Louisiana	8/16-18	8/16	C. A. Dillon, Jr.
Wisconsin-Upper Michigan	Racine, Wisconsin	8/16-18		Robert A. Wagner
Pennsylvania	Hershey, Pennsylvania	8/22-25	8/22	Kurt K. Huber, M.D.
New England	Sturbridge, Massachusetts	8/22-24	8/22	W. J. "Wil" Blechman MD
California-Nevada-Hawaii	Anaheim, California	8/22-24	8/21	Noris A. Lusche
Michigan	Battle Creek, Michigan	8/22-25	8/22 & 25	William L. Lieber
Georgia	Savannah, Georgia	8/23-25	8/23 & 25	Anton J. "Tony" Kaiser
Utah-Idaho	Twin Falls, Idaho	8/23-25	8/23	C. A. Dillon, Jr.
New Zealand	Taupo, New Zealand	8/29-9/1	8/29	None**
Republic of China	Taichung, Taiwan	8/31-9/1		Noris A. Lusche
Florida	Fort Lauderdale, Florida	9/5-8	9/5	Robert G. Sinn
Kentucky-Tennessee	Paducah, Kentucky	9/6-8	9/6	John D. Morton, Sr.
Philippine South	Dumaguete City, Philippines	9/6-8	9/8	Anton J. "Tony" Kaiser
New Jersey	Atlantic City, New Jersey	9/6-8		A. F. "Al" Lough
Philippine Luzon	Legaspi City, Philippines	9/12-14	9/10	Anton J. "Tony" Kaiser
Southwest	Farmington, New Mexico	9/12-15	9/12 & 15	J. Donovan Jackson
Andean and Central America	Panama, Panama	9/20-22		NONE**
Japan	Takamatsu-City, Japan	9/27	9/27	Donald E. Williams
Korea (Provisional Dist.)	Seoul, Korea	9/28		Avelino V. Panjuakio

KIWANIS INTERNATIONAL-EUROPE

<u>District</u>	<u>Convention City</u>	<u>Convention Dates</u>	<u>Date of Convention Board Meeting</u>	<u>Representative</u>
Benelux-France-Monaco	Nice, France	4/26-28	4/26	Noris Lusche
Switzerland-Liechtenstein	Meran (Suditirol)	5/3-4	5/3	Robert Sinn (Jean Ed. Friedrich replaced Robert Sinn because of Board meeting.)
Austria-Germany	Luebeck, Germany	5/17-18	5/18	Kurt K. Huber, M.D.
Italy	Reggio-Calabria, Italy	5/17-19	5/17	Anton J. "Tony" Kaiser
Iceland	Akureyri, Iceland	8/16-18	8/16	Frank J. DiNoto
Norden	Oslo, Norway	9/5-7	9/7	Raymond W. Lansford

1986 SPRING DISTRICT CONVENTIONS

Nebraska-Iowa	Okoboji, Iowa	4/25-27*	4/25	Robert A. Wagner
Italy	Catania, Italy	4/25-27*	4/25	W. J. "Wil" Blechman, M.D.
Pacific Northwest	Seattle, Washington	5/1-4		Kurt K. Huber, M.D.
Austria-Germany	Bregenz, Austria	5/8-11		NONE**
Benelux-France-Monaco		5/23-25		Gene R. Overholt
Switzerland-Liechtenstein	Geneva, Switzerland	5/23-25		NONE**

*The Nebraska-Iowa and Italy districts have chosen dates that conflict with the Board meeting. Letters will be written to them asking if they can change these dates.

**There will be no international representative at the 1985 summer conventions for the New Zealand and Andean and Central America districts and the 1986 spring conventions for Austria-Germany and Switzerland-Liechtenstein districts because these districts will be visited by the International President in 1985-86.

1985-86 BOARD COMMITTEES

EXECUTIVE

Donald E. Williams, Chairman

Raymond B. Allen	Anton J. "Tony" Kaiser
W. J. "Wil" Blechman, M.D.	Raymond W. Lansford
Frank J. DiNoto	Gene R. Overholt

EX-OFFICIO MEMBER OF ALL COMMITTEES

Frank J. DiNoto

ADMINISTRATION - CONSTITUTION AND BYLAWS

Noris A. Lusche, Chairman
A. F. "Al" Lough
Avelino V. "Beling" Tanjuakio
Robert A. Wagner

* This committee's responsibilities will include personnel, purchasing, and building management.

COMMUNICATIONS

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

* This committee's responsibilities will include the Magazine, BKO, Convention, and Council.

LONG-RANGE PLANNING

Anton J. "Tony" Kaiser, Chairman
Raymond B. Allen
Raymond W. Lansford
Gene R. Overholt

MEMBER SERVICES - INTERNATIONAL EXTENSION

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

FINANCE

Gene R. Overholt, Chairman
Frank J. DiNoto
Kurt K. Huber, M.D.
Anton J. "Tony" Kaiser
Noris A. Lusche
Robert G. Sinn

PROGRAM SERVICES - EDUCATION

J. Donovan Jackson, Chairman
W. J. "Wil" Blechman, M.D.
Raymond W. Lansford
William L. Lieber
Avelino V. "Beling" Tanjuakio

YOUTH SERVICES

Raymond B. Allen, Chairman
Morton O. Alper, D.D.S.
C. A. Dillon, Jr.
A. F. "Al" Lough (Key Club Counselor)
John D. Morton, Sr. (Circle K Counselor)
Robert A. Wagner

* This committee's responsibilities will include Key Club,
Circle K, Builders Clubs, and Kiwanianne.

KIWANIS INTERNATIONAL
PROPOSED CALENDAR OF EVENTS
ADMINISTRATIVE YEAR 1985-86

OCTOBER 1985

- 3-6 International Council Meeting, District Secretaries Meeting, and Foundation Board Meeting, all at Indianapolis, Indiana
- 7-8 Field Service Representatives Meeting, Indianapolis, Indiana
- 6-10 Kiwanis International Board Meeting, Indianapolis, Indiana
- 14 THANKSGIVING DAY, CANADA
- 17-19 KI-E Board Meeting, Zurich, Switzerland
- 24-25 CONPOR meeting at Kiwanis International General Office, Indianapolis, Indiana
- 25-28 Key Club Board Meeting, Indianapolis, Indiana

NOVEMBER 1985

- 5 ELECTION DAY, U.S.A.
- 9-10 K-Family Conference
- 28 THANKSGIVING DAY, U.S.A.

DECEMBER 1985

- 4-7 Service Club Leaders Conference, Miami, Florida
- 8 HANUKKAH
- 13-15 Key Club Executive Committee Meeting, Indianapolis, Indiana
- 25 CHRISTMAS

JANUARY 1986

Dec. 30-Jan 1 Rose Bowl Festivities, Pasadena, California
7-8 Regional Governors Meeting, Salt Lake City, Utah
9-10 Regional Governors Meeting, St. Louis, Missouri
14-15 Regional Governors Meeting, Atlanta, Georgia
16-17 Regional Governors Meeting, Philadelphia, Pennsylvania
21 Detroit #1 Birthday, Detroit, Michigan
24-28 Kiwanis International Board Meeting,
 Indianapolis, Indiana

FEBRUARY 1986

1-2 KI-E Board Meeting, Zurich, Switzerland
7-10 Key Club Board Meeting, Indianapolis, Indiana
21 Farm-City Planning Meeting, Indianapolis, Indiana

MARCH 1986

8-9 Achievement Committee, Indianapolis, Indiana
21-23 District Secretaries Meeting, Indianapolis, Indiana
30 EASTER (western tradition)
31 Easter Monday (Europe/Philippines)

APRIL 1986

3-6 Governors-elect Meeting Indianapolis, Indiana
4-6 Circle K Regional Training Conference (site to
 be selected -- tentative)
11-13 Asia-Pacific Conference, Taipei, Taiwan
18-20 Circle K Regional Training Conference (site to be
 selected -- tentative)
23-25 Resolutions Committee, Indianapolis, Indiana
25-29 Kiwanis International Board Meeting,
 Indianapolis, Indiana

MAY 1986

11 MOTHER'S DAY (U.S.A.)
20 Victoria Day (Canada)

JUNE 1986

11-13 KI-E Board Meeting, Bergen, Norway
14-15 KI-E Convention, Bergen, Norway
15 FATHER'S DAY (U.S.A.)
19-20 Pre-Convention Board Meeting, Houston, Texas
22-25 Kiwanis International Convention, Houston, Texas
26 Post Convention Board Meeting, Houston, Texas

JULY 1986

June 28-July 2 Key Club International Convention, Phoenix, Arizona

AUGUST 1986

16-20 Circle K International Convention, Boston, Massachusetts

NOTE: 1987 Convention Planning Conference to be announced.