

A G E N D A

MEETING OF BOARD OF TRUSTEES

Toronto, Ontario - July 6, 1961

1. Remarks of President - J. O. Tally, Jr.
 2. Remarks of President-Designate - I. R. Witthuhn
 3. Comments by:
 - a. Past Presidents
 - b. Retiring Board Members
 - c. New Members
 4. Blank requesting information:
 - a. Office address and telephone number
 - b. Home address and telephone number
 - c. Letterhead imprint
 - d. Month and day of birth
 - e. Wife's first name
 5. Appointment of Finance Committee
 6. Appointment of Executive Committee
 7. Appointment of other Board Committees
 8. Counselors to Districts
 9. Counselors to International Committees
 10. District Convention Schedule
 11. Election of Trustees of Pension Trust Plan
 12. Next Board Meeting
 13. Other Business
- Adjournment

AGENDA

MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

July 29 - August 1, 1961

1. Message of the President-Designate - I. R. Witthuhn
2. Report of the Secretary - O. E. Peterson

 Recess for Board Committee Meetings and Conferences
 between President-Designate and Chairmen of Board
 Committees.
3. Approval of Summary of Minutes of Board Meetings held in Toronto, June 29 -
 July 1 and July 6.
4. Appointments by President-Designate - I. R. Witthuhn
 - a. Approval of appointments to Executive and Finance Committees
 - b. International Committees for 1962
 - (1) Standing Committees
 - (2) Special Committees
 - (a) Fiftieth Anniversary
 - (b) Director of Council and Convention Music
5. Delegation of Authority to Executive Committee
6. Consideration and Action of General Office Activities
7. Duties of International Representatives at District Convention - J.O. Tally, Jr.
8. Appraisal of International Convention in Toronto - Martin T. Wiegand
9. Resolutions adopted by Convention
 - a. Earn our Heritage
 - b. Spiritual Heritage
 - c. Citizenship Heritage
 - d. Education for Today
 - e. Communistic Menace
 - f. Canada-United States
 - g. Agriculture
 - h. Conservation
 - i. Highway Safety

9. Convention Resolutions, continued
 - j. The Menace of Drug Addiction
 - k. Free, Responsible Enterprise
 - l. Continuing Fields of Service
 - m. Foreign Extension
10. Proposed scheduling for Fiftieth Anniversary as listed in Addenda 1 of report of Board Committee to the Meeting of the Board of Trustees July 1
11. Minutes of meeting of Committee of Past Presidents
12. Reports of Board Committees:
 - Agenda for All Committees - Proposed policy on sponsored youth organizations.
 - a. Public Relations - Don E. Mumford, Chairman
 - (1) Press coverage of Toronto Convention
 - (2) Exhibit space in Service Club Center at 1964-65 New York World's Fair.
 - b. Administration - J. C. Robertson, Chairman
 - (1) Recommendation that study be given to reduction in number of standing committees in International committee structure
 - (2) Consideration of employment of Circulation Manager
 - (3) Additional personnel for Key Club Department
 - (4) Summary Report to Board on General Office Activities
 - (5) Monthly Reporting Procedures
 - (6) Utilization of Multilith Equipment
 - c. Leadership - Clum Bucher, Chairman
 - (1) Study of functioning of divisional chairmen and program of training and assistance for them
 - (2) Dividing work of International committees into zones to enable chairmen to provide over-all supervision
 - (3) Study of responsibilities of Governor-Elect and recommendation of procedures to guide him
 - (4) Dates for mailing committee kits to governors, lieutenant governors, and club presidents

12. Reports of Board Committees, continued

c. Leadership, continued

- (5) Training materials to enable lieutenant governors effectively to consult and counsel Kiwanis clubs on their Key Clubs
- (6) Sponsorship of youth organizations other than Key Club and Circle K beyond local club level
- (7) Leadership Training program
- (8) Council
 - (a) Tentative Program
 - (b) Recommendation that Special 50th Anniversary Committee appear on 1961 Council program
 - (c) Recommendation that Kiwanis District Governors be trained in matters of Key Club and Circle K

d. Convention and Council - Ernest G. Bashor, Chairman

- (1) Plans for Denver Convention and estimated attendance
- (2) Convention Surveys for 1966
- (3) Discussion of Lieutenant Governor as delegate of another club

e. Kiwanis Foundation - C. L. Morris, Chairman

- (1) Vacancy on Board of Kiwanis Foundation

f. Programs - R. Glenn Reed, Jr., Chairman

- (1) Theme and Objectives
 - (a) For administrative year 1961-62
 - (b) Presentation
 - (c) Tie-in to International Committee activities as well as convention resolutions
 - (d) Development of programs showing clubs how each objective may be implemented
- (2) Awards to honor distinguished service in the community and to the organization
- (3) Activity Credit
- (4) Speaking to American Youth

12. Reports of Board Committees, continued

f. Programs, continued

(5) Reporting procedures

(6) Berg Foundation

g. Membership Development - Charles A. Swain, Chairman

(1) Recommendation from Message of the President to the Board in Toronto that Honorary Membership be eliminated

(2) Activity Credit

(3) Club Territorial Limits

(4) Required number for inter-club visit

(5) Bayside, Miami, Florida

h. International Relations - Mel R. Osborne, Chairman

(1) Foreign Extension

(2) Report of Ames, Iowa, International Relations Committee

(3) Napoleon, Ohio, suggestion relative to special emphasis in 1962 on U.S.-Canada Good Will Week

(4) International Relations projects of Districts, Clubs and International Committees

(5) Leesburg, Florida, resolution concerning Freedom Academy Bill

i. Publications and Advertising - Edward C. Keefe, Chairman

(1) Review of comparative statement for June and budget for remainder of 1961

(2) Preliminary recommendation on Budget for 1962

(3) Advertising promotion plans and approximate costs

(a) Standard Rate and Data ads

(b) Chicago reception and presentation for media people

(4) H 4a budget revision

(5) Report on editorial plans for balance of 1961

(6) Recommendation that Kiwanis Club President's Manual contain a section on Key Clubs and Circle K

(7) Other matters

j. Property and Supplies - W. Clyde Glass, Chairman

(1) Physical inventory - July 1

12. Reports of Board Committees, continued

k. Sponsored Youth Organizations - Edward B. Moylan, Jr., Chairman

- (1) Key Club Board Meeting dates
- (2) Recommendation that Kiwanis Lieutenant Governors be charged with the presentation of new Key Club charters in their respective divisions
- (3) Study of the role of the Divisional Chairmen
- (4) Review of the proposed policy relating to Kiwanis Youth organizations and their control
- (5) Talented Teens and Talon Clubs review
- (6) Re-study of the International Committee year for Circle K
- (7) Key Club Fund Raising policy
- (8) Review of the Key Club International convention
- (9) Consideration of long-range matters:
 - (a) Foreign extension
 - (b) When school requests for new Key Clubs far exceeds Kiwanis Clubs to sponsor - what is the answer
 - (c) Penalties for sponsoring Kiwanis Clubs or districts that fail to comply with the Board Policies for Key Club operation
 - (d) The problem of convention order and how to combat the small minority that create the problem
 - (e) Consideration of the additional costs for handling the rapidly expanding Kiwanis youth services
 - (f) The opportunity for increased revenue through strongly merchandising supplies and publication advertising
- (10) Application for establishing a Circle K District in Indiana

l. Laws, Policies, and Structure - J. O. Tally, Jr., Chairman

- (1) Florida bylaw provision requiring payment by clubs of district dues for honorary members
- (2) Use of emblem by Kiwanis Club of Tampa for fund-raising project
- (3) Review of responsibilities of Governor-Elect
- (4) Amendment to Article I, Section 5, of International Bylaws to provide for annual meeting of clubs during months of September and October

12. Reports of Board Committees, continued

1. Laws, Policies, and Structure, continued

- (5) Study of Kiwanis Relationship to Key Club and over-organization at various levels of Key Club
- (6) Preparation of materials for divisional Key Club chairmen
- (7) Policy re sponsorship of youth organizations beyond local club level
- (8) Policy or possible Constitution or Bylaw amendments defining functions of International Committee on Resolutions
- (9) Duties of Board Committee on Public Relations to deal directly with District Committees on Public Relations
- (10) Approval of General Convention Plan
- (11) District boundaries
- (12) Compilation of Administrative Procedures
- (13) Review of publications and bibliography of Kiwanis publications for statements that have attained the status of policies
- (14) Review of policies and procedures affecting International committees and compilation thereof
- (15) Study recommended by President Tally involving coordination of administrative years.
- (16) Steps to secure special postal rates for Kiwanis International and affiliated clubs
- (17) Study of experience of Rotary International with ladies' auxiliaries

m. Finance - Martin T. Wiegand, Chairman

- (1) Recommendation that subsidy for Pacific Northwest District be discontinued and an appropriation be provided to district
- (2) Recommendation that a circulation manager be employed
- (3) Recommendation re account to which overtime and employment fees be charged
- (4) Travel expense of Circle K and Key Club Presidents
- (5) Reserve Fund to cover Congressional and Parliamentary luncheon and dinner costs
- (6) Provision for additional personnel for Key Club Department
- (7) Certificates of deposit referred to in Policy G 4
- (8) Finance Committee policies G 1-n and G 1-o
- (9) Approval of expense of Meeting of Kiwanis Foundation Board

13. Report of Treasurer - C. L. Morris
14. Confirmation of Action taken prior to August 1
15. Next Meeting of Executive Committee
16. Next Meeting of Board
17. Other Business
18. Adjournment

Dinner and Installation of Officers by J. O. Tally, Jr.
Friday evening, July 28 - 7:00 P.M.