

**MINUTES OF THE SECOND OFFICIAL MEETING OF THE 2007-08  
BOARD OF TRUSTEES OF THE FLORIDA DISTRICT OF KIWANIS  
INTERNATIONAL – FLORIDA KIWANIS DISTRICT OFFICE,  
SANFORD, FLORIDA – SATURDAY, JANUARY 26, 2008**

**Call to Order:**

Governor Taylor called the Second Official Meeting of the 2007-2008 Board of Trustees of the Florida District of Kiwanis International to order at 10:00 a.m.

**Pledge of Allegiance:**

Governor-Elect Dave Liddell led the Pledge of Allegiance.

**Invocation:**

District Treasurer Donna Parton gave the invocation.

**Roll Call:**

Executive Director Langguth's roll call recorded the 2007-08 District Board Members' attendance:

**2007-08 Trustees Present:**

Governor Mark Taylor  
Governor-Elect Dave Liddell  
Immediate Past Governor Phil Yorston  
Past Governor Donna Batelaan  
Past Governor Bill Rushing  
Treasurer Donna Parton  
Executive Director George F. Langguth  
Division 1 Lt. Governor Don Pulley  
Division 2 Lt. Governor Richard Foreman  
Division 3 Lt. Governor Al Eppinger  
Division 4 Lt. Governor Tom Weller  
Division 5 Lt. Governor Bert Wasmund  
Division 6 Lt. Governor Ken Mahaffey  
Division 7 Lt. Governor Diana Christen  
Division 8 Lt. Governor Tom Hammatt  
Division 9 Lt. Governor Bud Brown  
Division 10 Lt. Governor John Hambuch  
Division 11 Lt. Governor Jerry Baker  
Division 12 Lt. Governor Lou Remz  
Division 13 Lt. Governor Terry Carr  
Division 15 Lt. Governor Rob Crowder  
Division 16 Lt. Governor Gary Hawken  
Division 17 Lt. Governor Pat Ramthun  
Division 18N Lt. Governor Tracy Seider  
Division 18S Lt. Governor Joan Greene

Division 19 Lt. Governor Terry Luster  
Division 20 Lt. Governor Edie McConville  
Division 21 Lt. Governor Jeff Clemens  
Division 22 Lt. Governor Richard Copeland  
Division 24 Lt. Governor Richard Bryce  
Division 25 Lt. Governor Albert Gayoso  
Division 26 Lt. Governor Aquilles Solano

**2007-08 Trustees Absent:**

Division 14 Lt. Governor Roland Young  
Division 23 Lt. Governor Richard Leys

**Quorum:**

Executive Director Langguth confirmed the presence of a quorum for the conduct of business.

**International Representation:**

The Kiwanis International Board and International Office Staff were not represented at the Board Meeting.

**Approval of August 26, 2007 Board Minutes:**

**Lt. Governor Foreman made a motion to approve the Minutes of the First Official Meeting of the 2007-08 Florida District Board of Trustees held on August 26, 2007. The motion was seconded by Lt. Governor Clemens and carried.**

**Receipt of Annual Audit and Approval of Financial Reports and Budgets:**

Governor-Elect Liddell reviewed the 2006-2007 Audit conducted by Osburn, Henning and Company, Certified Public Accountants, P.A., and the Auditors' Communication with the Board that were distributed to the Board prior to the meeting. He stated that the District ended the year with an improved financial position.

**Lt. Governor Greene made a motion that the Board accept the 2006-07 Financial Audit and Board Communication. The motion was seconded by Lt. Governor Foreman and carried.**

District Treasurer Parton reviewed the 2007-08 Year-to-Date Financial Report through 12-31-07 with the Board. She stated that the 3 period billing cycle was causing a temporary cash flow shortage which would probably run through the spring and possibly into the summer before leveling off.

Following a brief exchange of questions and explanations, **Lt. Governor Weller made a motion to accept the 2007-08 Year-to-Date Financial Report through 12-31-07. The motion was seconded by Lt. Governor Baker and carried.**

**Budget Adjustment:**

Governor Taylor asked the Board for authorization to adjust the 2007-08 Operational Budget by reducing entertainment line item 912 by \$1500.00 and increasing speakers line item 912.2 by

\$1500.00. He stated that Governor-Elect Liddell should have some funds available for an honorarium and/or expenses for his speaker on Sunday morning.

**Lt. Governor Wasmund made a motion to transfer \$1500.00 from line item 912 to 912.2. The motion was seconded by Lt. Governor Weller and carried.**

**Cumulative Balance Due Report:**

District Treasurer Parton reviewed the Cumulative Balance Due Report prepared by Kiwanis International on January 23, 2008. Governor Taylor asked Treasurer Parton to send the report to the Board every two weeks.

**Annual Club Gift Campaigns of the Kiwanis International Foundation and the Florida Kiwanis Foundation:**

District Treasurer Parton and Governor Taylor directed the Board's attention to the reports of the Florida Kiwanis Foundation and the Kiwanis International Foundation. Governor Taylor called on the Lt. Governors to promote the prompt payment of these annual obligations.

**Monthly Report Delinquencies:**

Governor Taylor told the Board that the online filing of Official Monthly Reports had fallen off slightly in recent months, but that the Florida District was considerably ahead of other Districts in the number and percentage of clubs filing online. Governor Taylor stated that our progress was primarily attributable to the excellent services of Jose Josinvil. Governor Taylor stated that 279 clubs filed their October reports online, 273 filed their November reports and 246 filed their December reports. Governor Taylor said that he believed the appearance of the Grading Report in the Florida Kiwanian was also contributing to increased reporting as members were questioning why their club's report had not been filed.

**Lt. Governors' Filing Dates and Deadlines:**

Governor Taylor reminded the Lt. Governors to file their reports on time. He stated that he did not expect a special report from the Lt. Governors, but he did expect everyone to do his/her job.

**Executive Director's Report:**

Executive Director Langguth presented his Executive Director's Report to the Board.

**Lt. Governor Christen made a motion to accept the Executive Director's Report. The motion was seconded by Lt. Governor Gayoso and carried.**

Governor Taylor thanked Executive Director Langguth for his report and informed the Board that he would have a proposal for an Investment Committee for the Board to consider at its June meeting.

Governor Taylor and the Board, by consensus, directed Executive Director Langguth to negotiate convention contracts through 2015 for Kiwanis and for Key Club.

**New Club Building Progress Report:**

Lt. Governor Eppinger said that he had 20 members for a new club in Division 3 in the Southwood area of Tallahassee.

Lt. Governor Christen is working on a new club in Division 7.  
Lt. Governor Brown is working on a new club in Division 9 in the Villages.  
Lt. Governor Crowder is working on a new club in Division 15 in Auburndale.  
Lt. Governor Copeland said that he is working on a new club in Division 22, Gulf Coast, Naples.

### **Membership Growth and Retention:**

Governor Taylor discussed the Membership Revolution Training that took place at the District Office on January 19, 2008. He stated that he and Eddie Lee had hand picked members for the Committee that had a proven record of recruiting members and growing their home clubs. He stated that there was still room for more trainers, but that this was a positive start. Governor Taylor informed the Board that each of the Membership Revolution trainers had agreed to work with 6 clubs in developing membership strategies and timetables. Governor Taylor said that while the team would be working with clubs in the Lt. Governors' divisions, they would still coordinate their efforts with the Lt. Governors and that the Lt. Governors would be responsible for holding clubs accountable. He assured the Board that the trainers would not go around the Lt. Governors.

### **Special Guest Days and 100 in 100:**

Governor Taylor stated that the membership recruitment success of the year would pretty well be known by the end of April. By that time, the drive for 100 new female members in every division would be complete and Special Guest Days would have at least been scheduled, if not completed. He encouraged every member of the Board to become personally involved in sponsorship and coordination of these important events.

### **Working Luncheon and Exchange of Ideas:**

Governor Taylor led a general discussion among the Lt. Governors. The Lt. Governors were encouraged to share concerns and questions and other Lt. Governors offered their suggestions or experiences. The Executive Officers, at the suggestion of Governor Taylor, listened attentively to the discussions and the many positive suggestions that were offered from within the group.

### **International Convention - June 26-29, 2008:**

Governor Taylor reviewed the tentative convention schedule with the Board and asked it to establish days and times for the Board Meeting and District Caucus. The Steering Committee meeting time had previously been determined. The Board selected the following dates and times for Florida Kiwanis meetings at the Renaissance Orlando Resort at Sea World, in conjunction with the International Convention being held at the Orange County Convention Center:

**Steering Committee Meeting: 10:00 a.m. - Wednesday, June 25, 2008**

**Third Official Board Meeting: 2:30 p.m. – Wednesday, June 25, 2008**

**Florida District Caucus: 10:30 a.m. – Thursday, June 26, 2008**

Governor Taylor reminded the Board that it had set an ambitious goal of 2140 attendees. He said that as he has made his official visits he has stressed the unique opportunity for our members to participate in an International Convention without the added burden of expensive airfare and in many cases without the need to secure hotel accommodations. Governor Taylor stated that Orlando was within a reasonable commuting distance for many of our clubs and members.

Governor Taylor informed the Board that each Board Member was entitled to a reimbursable allowance of \$200.00 provided that the Board Member attends the Board Meeting, District Caucus and two Delegate Sessions.

Governor Taylor informed the Board that the Florida District Dinner would take place at two separate showings of Tony n' Tina's Wedding. This is a hilariously funny production where we will be the guests and participants in the wedding and reception dinner. The early show will be at 5:00 p.m. and the late show will be at 8:00 p.m. on Thursday, June 26, 2008. Each show is limited to 250 participants. The \$50.00 fee will include everything from bus transportation, through the wedding and champagne toast and the Italian dinner and wedding cake.

Governor Taylor reminded the Board to encourage members to sign up for a four-hour shift on one of the Host Sub-Committees to receive a \$75.00 per person International Convention discount. Past Governor Rushing is the Convention Host Chair.

**District Convention – August 21-24, 2008 Hyatt Regency Jacksonville Riverfront Hotel:**

**Governor Taylor informed the Board that the fourth and final meeting of the 2007-08 District Board would take place on Thursday, August 21, 2008 at 1:00 p.m.**

He informed the Board that the 2008 convention registration fee was the same as the 2007 convention fee.

Governor Taylor stated that the 2007-08 Appreciation Dinner will be Thursday night in the hotel in a room overlooking the St. Johns River.

He stated that the Retirement and Installation dinner will be a black tie affair for retiring and incoming District Officers. Male Board Members are asked to wear black tuxedos with black accessories.

Governor Taylor thanked the Board for its outstanding cooperation in manning the credentials and registration desks at the 2007 convention and asked for the same outstanding participation at the 2008 convention. He said that he felt it was important for the Board to welcome and assist the Kiwanis members attending the convention.

Governor Taylor said that everyone needed to promote the District Convention because there could be a tendency to attend only the International Convention since both are being held in Florida.

Board Members were reminded of the August 1, 2008 deadline for the Memorial Program recognition of Kiwanians who had passed away since August 15, 2007.

Governor Taylor told the Board that he felt that candidates for District Treasurer should be given a complimentary display table at the District Convention, rather than paying the \$200.00 booth rental fee. He said that he wasn't certain whether the Board should establish this policy for the 2008 convention or for the following year, but that candidates should be encouraged, rather than discouraged to run.

**Lt. Governor Greene made a motion that effective with the 2008 District Convention, Candidates for District Treasurer shall be given a complimentary display table at the District Convention for the promotion of their candidacy. The motion was seconded by Lt. Governor Bryce and carried. The motion passed, without objection, and becomes a new Board Policy effective January 26, 2008.**

Governor Taylor encouraged the Board to promote and secure convention program book advertising. He pointed out that the budget was based on 3 pages of advertising per division and that the advertising deadline will be July 7, 2008.

### **Governor's Visits:**

Governor Taylor reported that he and First Lady Sharon had successfully completed 21 official visits and only have 6 remaining. He stated that the visits have been great and lots of fun. He gratefully acknowledged, "We are whomping our 20% attendance goal."

Governor Taylor reminded the Board that he and International President Dave Curry would be doing a 10K walk immediately prior to the International Convention and that he had pledged to raise \$100,000.00 to benefit the Kiwanis International Foundation and the Service Leadership Programs of the Florida District. He said that he had secured 41 George F. Hixson donors for the effort and that he expected to reach the \$100,000.00 goal.

Governor Taylor, speaking on behalf of First Lady Sharon, stated that she was very pleased with the reception of the Guardian Ad Litem program. He said that program representatives were present at many of his official visits and that they reported being invited to speak at club meetings throughout the District. He asked the Board to contact First Lady Sharon with the names and addresses of any Kiwanians or spouses who had become new Guardian Ad Litem as a result of the First Lady's Project. He stated that she wanted to send thank yous to new volunteers.

### **Kiwanis Education Day:**

Governor Taylor reviewed the upcoming Kiwanis Education Day plans. He stated that he and Education Chair Richard Wongsam had been working with the Lt. Governors and District Chairs to assure the best possible experience for our members. Governor Taylor said that he only had two mandatory workshops: Membership Growth and a program for new Kiwanians. Lt. Governors are otherwise responsible for their own curriculum and for selecting their own faculty. He stated that he had discovered that the Lt. Governors responded better with established deadlines and he was therefore instructing every Lt. Governor to get back with him and Education Chair Wongsam within a week with their proposed agenda, faculty and any staffing needs.

### **Report of Personnel Committee:**

Governor Taylor reviewed the written report of the Personnel Committee and called for Board action on several recommendations:

**Lt. Governor Remz made a motion to change Jose Josinvil's job title from Production Assistant I to Technology Administrator, effective immediately. The motion was seconded by Lt. Governor Hambuch and carried.**

**Lt. Governor Wasmund made a motion that the new Employee Manual require the consent of the Governor, in consultation with the Governor-Elect, for leave/vacation approval of the Executive Director. The motion was seconded by Lt. Governor Foreman and carried.**

**Lt. Governor Baker made a motion that the new Employee Manual require mandatory drug testing and background checks of employees at the time of employment. Lt. Governor Hammatt seconded the motion. The motion carried.**

**Lt. Governor Brown made a motion that the Executive Director's annual car allowance be paid in advance on the first business day in October and that under conditions of death or disability any unused credit for the car allowance would be forgiven. In case of resignation or termination for cause any unused credit for the car allowance shall be repaid. The motion was seconded by Lt. Governor Seider and carried.**

**Lt. Governor Pulley made a motion that a work product protection provision requirement be included in the Employee Handbook and in the application for employment and employment agreement. The motion was seconded by Lt. Governor Eppinger and carried.**

Executive Director Langguth stated that he had just received a new draft of an Employee Manual from Kiwanis' leasing company, Progressive Employer Services. He stated that he would be sharing the recommendations with Governor Taylor and the Personnel Committee.

**Lt. Governor Hammatt made a motion to receive the Report of the December 1, 2007 Personnel Committee Meeting. The motion was seconded by Lt. Governor Greene and carried.**

#### **Report of Governance Committee:**

Governor Taylor reviewed the written report of the December 1, 2007 Governance Committee. He stated that the Committee was contacting Districts that had chosen to change their governance structure within their Districts.

Governor Taylor also informed the Board that the Committee was asked to develop recommended criteria for division reorganization. The Committee had varying opinions on the effect of division size on governance, but the general consensus of the Committee was that any division reorganization plans or requests should be initiated within the affected divisions and not from within the Committee.

**Lt. Governor Hammatt made a motion to receive the Report of the December 1, 2007 Governance Committee Meeting. The motion was seconded by Lt. Governor Greene and carried.**

#### **Governor's Cruise Update:**

Governor Taylor informed the Board that the Florida Interclub Cruise to the Cayman Islands and Jamaica, March 29 – April 3, 2008 had attracted approximately 90 participants and would raise approximately \$7,200.00 in alternative funds. He stated that there was still time for more participants to join the cruise and encouraged last minute participation.

#### **Most Improved Division Award:**

Governor Taylor discussed end of the year recognitions for Lt. Governors and observed that in some instances it was extremely difficult for a Lt. Governor to be recognized as one of the top 3 performing Lt. Governors because of the strength of the division. He stated that it seemed only reasonable for a Lt. Governor who leads a relatively weak division to a stronger position at the end of the year to be recognized for that accomplishment. Governor Taylor recommended the implementation of a Most Improved Division Award to be selected and presented by the Governor to the Lt. Governor whose division shows the greatest improvement in the

administrative year. He stated that the award could be presented in 2007-08 or awarded for the first time in 2008-09, but left that decision up to the Board.

**Past Governor Rushing made a motion to award the Most Improved Division Award to the Lt. Governor whose division showed the greatest improvement. He added that the award shall be presented and effective in the 2007-08 administrative year. The motion was seconded by Governor-Elect Liddell and carried.**

### **Caring Corner at 2008 District Convention:**

Past Governor Bob Parton, Chair of the 2008 Caring Corner, stated that he was interested in elevating the Caring Corner to a higher level of quality and value. He stated that the Caring Corner in recent years had raised substantial funds for the Florida Kiwanis Foundation's support of Kiwanis' Service Leadership Programs, but that the overall quality of merchandise had declined. He said that he wanted the Caring Corner to be an upscale boutique offering quality arts, crafts and gifts and not simply a thrift store. He stated that he wanted people visiting the Caring Corner to view it as one of Kiwanis' premier contributions to our Service Leadership Programs.

Past Governor Parton also proposed a full-color keepsake book all about the children in our lives. The book, Our Kiwanis Kids, would share a child's story and make a difference in their self-image and in their lives. Pages in the book will be sold for \$50.00 and the books may be purchased for \$10.00.

Contributions of \$200.00, or more, to the Caring Corner and the Our Kiwanis Kids book will earn a Caring Corner Banner Patch for participating Kiwanis clubs.

### **Service Leadership Programs:**

Governor Taylor reviewed the year-to-date progress of our Service Leadership Programs. He stated that there was some growth in K-Kids, Builders Club, Key Club and CKI, but that there were still more than 3,000 schools in Florida without a Kiwanis Service Leadership Program so there is ample opportunity for growth in every division and in every Kiwanis club.

Governor Taylor re-emphasized his commitment to the leadership development of our young people and the positive impact Kiwanis can have on the lives of impressionable young people, many, like himself during his youth, in need of proper direction and role models.

Governor Taylor reminded the Board of the upcoming CKI and Key Club District Conventions and encouraged Lt. Governor attendance at the conventions, at your own expense. He reminded the Board that adults attending the Key Club Convention would be required to undergo mandatory background checks in order to attend.

### **Consideration of a Policy for the Review of Florida Kiwanis Bylaws:**

Governor Taylor informed the Board that the Executive Officers had discussed developing a policy and procedure dealing with the frequency and method of examining the Florida Kiwanis District Bylaws to assure that they are up to date and in accord with any changes in the Kiwanis International Bylaws or Standard Form for District Bylaws. He stated that there was no recommendation for consideration at this Board Meeting.

## **Official Visit of 2008-09 Kiwanis International President Don Canaday to the Florida District:**

Governor-Elect Dave Liddell informed the Board that Don Canaday is planning 3 official visits to the Florida District early during his term as Kiwanis International President in 2008-09. He stated that the three official visits would be held over a 3 day weekend in the North, Central and South parts of the District.

Each of the 3 Official Visits would be a 3-4 hour growth summit and would ideally include building a new club in each location.

Governor-Elect Liddell asked for input from the Board. The general consensus was to schedule the visits on a weekend that offered the least conflict with home college football schedules.

## **Convention Host Responsibilities at Kiwanis International Convention in Orlando, June 26-29, 2008:**

Past Governor Rushing, 2008 International Convention Host Chair, reminded the Board that the Florida District had several hundred volunteer time slots to fill for the upcoming International Convention at the Orange County Convention Center in Orlando in June, 2008. Many of the positions involve responsibilities before the official opening of the convention that he hopes the Board will assist in filling. Every Florida District Kiwanian volunteering a four hour shift will be eligible for a \$75.00 Host Committee discount, provided they have volunteered with a member of the Committee and that the information has been confirmed by Past Governor Rushing.

## **2006-07 Kiwanis International Distinguished Awards and Florida District Awards:**

Someone raised the question as to when the 2006-07 International and Florida District Awards would be presented. Following brief discussion, Immediate Past Governor Yorston announced that the awards would be sent to his Lt. Governors for presentation at a division function. He expressed his desire to have them distributed in time for presentation at the upcoming Kiwanis Education Days in the respective divisions. If they are not received in time, the awards will be otherwise suitably presented.

## **Governor Taylor's Closing Remarks:**

Governor Taylor stated that he had encouraged the Board to "chill" in December and spend time with family and friends. He stated that everyone needed a break, but it was now time to "thaw out" and step back into Kiwanis.

Governor Taylor said that January has come and gone and it is time to grow and step forward. He added, I know some of you are feeling like you just can't give any more. Just do your best. He encouraged every Board Member to visit with his/her cheer team. He asked the Board to support Lt. Governor Pulley and Jean and to support Lt. Governor Ramthun who is dealing with the very serious illness of her mother.

He said, "Before you leave here today, shake a hand and hug a neck."

There being no further business, the meeting adjourned at 2:20 p.m.

**Certification:**

Copies of these Minutes have been forwarded to Kiwanis International Executive Director, Rob Parker; Kiwanis International Governance Specialist, Diana Rader O'Brien; Sarah Taft, Osburn, Henning and Company, Certified Public Accountants, P.A., Kiwanis' officially designated Auditors; and permanently filed in the Official Records of the Florida District of Kiwanis International, Inc., at its headquarters at 5545 Benchmark Lane, Sanford, FL 32773-8116.

George F. Langguth, Executive Director/District Secretary  
The Florida District of Kiwanis International

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