

**MINUTES OF THE THIRD OFFICIAL MEETING OF THE 2005-06 BOARD OF TRUSTEES OF THE FLORIDA DISTRICT OF KIWANIS INTERNATIONAL – MONTRÉAL, QUÉBEC, CANADA - THURSDAY, JUNE 29, 2006**

**Call to Order:**

The Third Official Meeting of the 2005-2006 Board of Trustees of the Florida District of Kiwanis International was called to order at 7:00 a.m. by Governor Batelaan. The Board Meeting was held in conjunction with the 2006 Annual Kiwanis International Convention in Montreal, Quebec, Canada.

**Pledge of Allegiance:**

Governor-elect Yorston led the Pledge of Allegiance.

**Invocation:**

The invocation was given by Treasurer Taylor.

**Roll Call:**

Executive Director Langguth's roll call recorded the 2005-06 District Board Members' attendance:

**2005-06 Trustees Present:**

Governor Donna Batelaan  
Governor-Elect Phil Yorston  
Immediate Past Governor Bill Rushing  
Treasurer Mark C. Taylor  
Executive Director George F. Langguth  
Division 4 Lt. Governor Judy Becker  
Division 5 Lt. Governor William P. Montgomery  
Division 7 Lt. Governor Allen D. Whetsell  
Division 8 Lt. Governor Dale R. Miller  
Division 10 Lt. Governor Michael D. Patience  
Division 11 Lt. Governor Gerald P. Searle  
Division 13 Lt. Governor Ray W. Watson  
Division 17 Lt. Governor Dana Reed  
Division 18N Lt. Governor Jo Rita Stevens  
Division 18S Lt. Governor Linda Caviness  
Division 19 Lt. Governor Harris Segel  
Division 20 Lt. Governor Judith M. Roulis  
Division 22 Lt. Governor Carol Fries  
Division 23 Lt. Governor James C. Hayden  
Division 25 Lt. Governor Eva C. Barreto

**2004-05 Trustees Absent:**

Past Governor Bob Fowinkle  
Past Governor Larry Krasulak  
Division 1 Lt. Governor Jack Van Ord  
Division 2 Lt. Governor Martin E. Coates, Jr.  
Division 3 Lt. Governor Brenda G. Sorensen  
Division 6 Lt. Governor Cris Keller  
Division 9 Lt. Governor Claire Y. Souliere  
Division 12 Lt. Governor Harold M. Edwards  
Division 14 Lt. Governor Eddie L. Jenkins  
Division 15 Lt. Governor Kathryn Koch  
Division 16 Lt. Governor William F. "Nick" Taylor  
Division 21 Lt. Governor Robert A. Parton, Jr.  
Division 24 Lt. Governor Stephen P. Cummings  
Division 26 Lt. Governor Charles R. Gugliuzza

**Quorum:**

Executive Director Langguth confirmed the presence of a quorum of the 2005-06 District Board for the conduct of business.

**International Representation:**

The Kiwanis International Board and the Kiwanis International Office did not have representatives at the Board Meeting.

**Acknowledgement of Guests:**

Governor Batelaan acknowledged the guests observing the Florida Kiwanis Board of Trustees Meeting.

**Approval of the March 4, 2006 Board Meeting Minutes:**

**Lt. Governor Caviness made a motion to approve the Minutes of the March 4, 2006 Board Meeting. The motion was seconded by Lt. Governor Hayden and carried. (MOTION #1)**

**Approval of Profit & Loss Budget vs Actual for Oct. 1, 2005-June 20, 2006:**

Treasurer Taylor reviewed the Profit & Loss Budget vs. Actual Report for the period from Oct. 1, 2005 thru June 20, 2006. He stated that the line items for which he expressed concern at the March 4, 2006 meeting were now reasonably in line with the budget.

**Treasurer Taylor made a motion to approve the Profit and Loss Budget vs. Actual Report for the period from October 1, 2005 thru June 20, 2006. The motion was seconded by Lt. Governor Barreto and carried. (MOTION #2)**

**Presentation of 2006-07 District Operational Budget:**

Treasurer Taylor presented the proposed 2006-07 District Operational Budget to the Board. He advised the Board that it was the 2005-06 Board's responsibility to approve the budget for the 2006-07 District Board, in accordance with the Policies and Procedures of the Florida District of Kiwanis International.

Treasurer Taylor stated that the budget was reviewed, approved and recommended by the Long Range Finance Committee on May 5, 2006. The proposed budget was also reviewed and recommended by the 2006-07 District Board at its Unofficial Meeting, held in conjunction with the Governor-elect's Training Conference for Lt. Governors, on May 19-21, 2006.

Treasurer Taylor pointed out line items to the Board that were either new or a departure from the present operating budget. The highlighted line items were:

**Income:**

**605.2 Market Value Security Increase** - Newly added to account for market value increase or decreases reported from our Raymond James portfolio.

**623 Midwinter Conference Registration** - Two Midwinter Conferences are planned for the northern and southern sections of the District. He said a larger attendance is being budgeted than can be supported by historical precedence.

**631 Promotional Travel Income** – Governor-elect Yorston intends to promote a Mexican or Southwestern United States vacation extension in conjunction with the 2007 International Convention in San Antonio, TX

**639 Key Club Support** – Kiwanis is assessing the Florida District of Key Club \$500.00 per month for office services, supplies and Executive Director Langguth's management assistance and related staff expenses.

**640 Alternative Funding-Sale of Supplies** - The sale of 4,000 lighthouse ornaments is projected.

**Expense:**

**949.3 Resale of Supplies** - This line item includes the purchase of 4,000 lighthouse ornaments for sale to clubs.

## **950 DISTRICT KIWANIS OFFICE STAFF EXPENSES**

**951 Executive Director's Salary** - Executive Director Langguth informed the Board that he was willing to waive a salary increase for 2006-07 in order to have sufficient funds available to provide a meaningful salary increase for Jose Josinvil, Technology Administrator.

**952 Technology Administrator** - Executive Director Langguth asked the Board to Approve an annual salary of \$40,000.00 for Jose Josinvil, Technology Administrator.

Treasurer Taylor thanked Executive Director Langguth for his concern for Jose and his willingness to waive an increase to provide a more reasonable living wage for the Technology Administrator's position. Treasurer Taylor stated that he would not generally support this large of a salary increase, but that he and the Long Range Finance Committee concurred with the Executive Director's opinion that the position needed to be competitively compensated.

**1000 Midwinter Conference** - Projected expenses for holding a north and south Midwinter Conference. Projections are based on larger anticipated attendance and are offset by income projections.

Treasurer Taylor stated that the Long Range Finance Committee considered the optimistic income projections that he highlighted in his remarks and the very real possibility that they might fall short of projections, but he stated that in the opinion of the Long Range Finance Committee should the budget projections not be realized, the proposed budget was still reasonable and supported by historical precedence.

**Treasurer Taylor made a motion to approve the 2006-07 Kiwanis Operational Budget. The motion was seconded by Lt. Governor Fries and carried. (MOTION #3)**

### **Key Club and CKI 2006-07 Operational Budgets:**

Treasurer Taylor told the Board that the 2006-07 Operational Budgets for Key Club and CKI were not ready for presentation at this time.

Treasurer Taylor informed the Board that the Key Club District Convention expenses were still being closed out but that it appeared that Key Club would experience a minimum net Convention profit \$30,000. He said that Executive Director Langguth had overseen and renegotiated the contracts with the hotel, suppliers and entertainers and really worked to increase revenues and decrease expenses. Treasurer Taylor said that when faced with attrition penalties, Executive Director Langguth found creative ways to turn a potential serious loss into a financial success.

Executive Director Langguth said that the Key Club Board's adoption of his recommendations, including convention program ad sales, fewer give-aways, and Board belt tightening that despite a decline of 300 participants, Key Club experienced a "swing" from the 2005 convention to the 2006 convention of approximately \$100,000.00.

Executive Director Langguth stated that he received outstanding cooperation from Key Club Administrator Matthew Cantrall and Key Club Governor Lauren Furman and the Key Club Board and the Kiwanis Committee on Key Club. He also acknowledged the contributions of George Leonard, Key Club Financial Advisor.

Executive Director Langguth stated that CKI had also worked very hard to adhere to an austere budget and complimented Administrator Wade Shrack and Assistant Administrator Maggie Gunther on their control of the CKI District Convention budget.

### **Report of Delinquencies:**

Executive Director Langguth reviewed the report of clubs that were delinquent in filing their 2006-07 election reports and in their dues and financial obligations. He also reminded the Board to check the progress of online monthly reporting. He stated that it is the obligation of clubs filing their monthly reports manually to provide a copy to the Lt. Governors.

Executive Director Langguth stated that as of 6-15-06 the following divisions had not filed their report of Training and Contact Visits which were due December 1, 2005: Divisions 2, 4, 9, 14 & 17.

Executive Director Langguth stated that as of 6-15-06 the following divisions had not filed their Report of Official Club Visits which were due March 15, 2006: Divisions 2, 3, 4, 6, 9, 12, 14, 17, 18S, 19 & 23.

Executive Director Langguth stated that as of 6-15-06 the following divisions had not filed their report of Report of Official Board Visits which were due May 31, 2006: Divisions 1, 2, 3, 4, 6, 8, 9, 10, 11, 12, 14, 17, 18S, 19, 21, 23, 25 & 26.

### **New Club Building Progress Report:**

Governor Batelaan reported that 3 divisions would be completing a new club by the end of the administrative year and that 1 division was still attempting to organize a new club. Governor Batelaan recognized the following Lt. Governors and Divisions for their efforts:

Lt. Governor Becker, Division. 4. A club will be completed in 2005-06.

Lt. Governor Segel, Division 19. A club will be completed in 2005-06.

Lt. Governor Fries, Division 22. A club will be completed in 2005-06.

Lt. Governor Roulis, Division 20. This club will probably carry over to 2006-07.

### **International Convention Activities:**

Governor Batelaan reviewed all of the planned activities for the Florida District at the International Convention in Montreal. She reported that 260 people were participating in the District Dinner and City Sightseeing Tour.

Treasurer Taylor gave a report of the Steering Committee's Recommendation on Candidates and Amendments and Resolutions and informed the Board that they could either support the Committee's recommendation; make other recommendations; or take no position.

**Treasurer Taylor made a motion to support the recommendations of the Steering Committee on candidates for International Office. The motion was seconded by Lt. Governor Becker and carried. The Board's position was reported to the Florida Caucus.**

**Treasurer Taylor made a motion to support the recommendations of the Steering Committee on Amendments and Resolutions. The motion was seconded by Governor-elect Yorston and carried. The Board's position was reported to the Florida District Caucus.**

### **District Convention Update:**

Governor Batelaan and Executive Director Langguth reminded the Board of the dates, deadlines and quotas for the District Convention. They reminded the Board Members that they are expected to assist with registration and credentials at the convention and to continue to promote convention program ad sales and convention participation.

Governor Donna reminded the Board of the special final wrap-up campaign for the March of Dimes. She complimented every division on its outstanding support.

### **Florida Kiwanis Foundation:**

Governor Batelaan reminded the Board that the Florida Kiwanis Foundation was re-instituting its Golf Tournament in conjunction with the Florida Kiwanis Convention. Governor Batelaan suggested a minimum representation of one foursome and one hole sponsor per division.

Governor Batelaan also reminded the Board to work closely with the Foundation Trustees to attain 100% giving to both the Florida Kiwanis Foundation and the Kiwanis International Foundation. She reminded the Board that matching scholarships for both Key Club and CKI were awarded on a sliding scale based on percentage of clubs contributing to the Foundations.

**Authorization to Purchase a DVD/CD Duplicator:**

Governor Batelaan reported that the Executive Officers were recommending to the Board that it authorize the purchase of a DVD/CD duplicator for a cost not to exceed \$3,000.00.

**Lt. Governor Segel made a motion to approve the purchase of a DVD/CD duplicator at a cost not to exceed \$3,000.00; the purchase to be taken from surplus funds, to avoid any unnecessary adverse effect on the 2005-06 budget. The motion was seconded by Lt. Governor Watson and carried.**

**Authorization to Purchase a Name Badge Printer:**

Governor Batelaan reported that the Executive Officers were recommending to the Board that it authorize the purchase of a name badge printer for a cost not to exceed \$3,000.00. Executive Director Langguth said that the purchase price of the printer would be recovered in 2 years by producing Kiwanis Family District name badges internally.

**Lt. Governor Barreto made a motion to approve the purchase of a name badge printer at a cost not to exceed \$3,000.00; the purchase to be taken from surplus funds, to avoid any unnecessary adverse effect on the 2005-06 budget. The motion was seconded by Lt. Governor Roulis and carried.**

**Authorization to Purchase 2,000 Additional Lighthouse Ornaments:**

Governor-elect Yorston asked the Board to authorize the purchase of an additional 2,000 ornaments so that they could be available for purchase at the District Convention and be available for clubs wishing to begin the early sale of the ornaments.

Governor-elect Yorston assured the Board that he would assume financial responsibility to assure that the District did not incur a loss from the pre-purchase of the ornaments, should the ornaments fail to sell.

**Lt. Governor Roulis made a motion to authorize the purchase of an additional 2,000 lighthouse ornaments, noting Governor-elect Yorston's personal guarantee. The payment to be taken from surplus funds, to avoid adverse affecting the 2005-06 budget. The motion was seconded by Lt. Governor Hayden and carried.**

Treasurer Taylor suggested that a mechanism for future purchases needed to be developed in order to replenish supplies for resale without formal Board approval. He suggested that possibly a certain replenishment budget, with a specified spending limit, might be established.

No action was taken on Treasurer Taylor's recommendation at this meeting.

**Governor Batelaan's Closing Remarks:**

Governor Batelaan addressed the Board saying, *“Thank you for all that you have done. October 1, doesn't mean you stop. Become a mentor to future division leadership. Each of you added your own character to our meetings and to our year. You will all be fondly remembered.”*

**Adjournment:**

There being no further business, the meeting adjourned.

**Certification:**

Copies of these Minutes have been forwarded to Kiwanis International Executive Director, Rob Parker; Kiwanis International Director of Member Services, Joan Wilson; 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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