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KIWANIS INTERNATIONAL BOARD OF TRUSTEES
April 14-17, 2016

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The meeting of the Board of Trustees of Kiwanis International was held in Indianapolis, Indiana, USA, April 14-17, 2016. Those present were: Susan A. “Sue” Petrisin, President; John R. Button, Immediate Past President; Jane M. Erickson, President-Elect; James M. Rochford, Vice President; Stan D. Soderstrom, Executive Director; Trustees Kenneth A. Alovera, Patricia Barsotti, Bruce Berven, Kevin Dean, John E. DeVelbiss, Patrick R. Ewing, Koshiro “Kit” Kitazato, Marcel Kreienbühl, Florencio “Poly” Lat, Lance M. Incitti, Arthur N. Riley, Dewey Smith, Barbara Thompson, Daniel Vigneron, and Terry A. White. Guests: Jessica Davis, Vice President, Circle K International; Barry Glazer, Parliamentarian.

The meeting was called to order by President Sue Petrisin on Saturday, April 16, 2016 at 4:30 p.m. EDT, in Indianapolis, Indiana, USA.

The following reports were received:

**REPORT OF THE PRESIDENT**
The Report of the President, Susan A. “Sue” Petrisin, is attached as Tab 01.

**REPORT OF THE PRESIDENT-ELECT**
The Report of the President-Elect, Jane M. Erickson, is attached as Tab 02.

**REPORT OF THE VICE PRESIDENT**
The Report of the Vice President, James M. Rochford, is attached as Tab 03.

**REPORT OF THE EXECUTIVE DIRECTOR**
The Report of the Executive Director, Stan D. Soderstrom, is attached as Tab 04.

**REPORT OF THE BOARD COUNSELOR TO CIRCLE K INTERNATIONAL**
The Report of the Board Counselor to Circle K International, Bruce Berven, is attached as Tab 05.

**REPORT OF THE BOARD COUNSELOR TO KEY CLUB INTERNATIONAL**
The Report of the Board Counselor to Key Club International, Barbara K. Thompson, is attached as Tab 06.

**GENERAL CONSENT ITEMS**

Without objection, the following recommendations were adopted:

**APPROVAL OF JANUARY 19, 2016 MINUTES**

That the Kiwanis International Board approves the minutes of the Board meeting held January 19, 2016, via Go To Meeting, as shown in Tab 07.
APPROVAL OF FEBRUARY 25, 2016 MINUTES

That the Kiwanis International Board approves the minutes of the Board meeting held February 25, 2016, via Go To Meeting, as shown in Tab 08.

APPROVAL OF MARCH 11, 2016 MINUTES

That the Kiwanis International Board ratifies the minutes of the Board meeting held via electronic mail ballot on March 11, 2016, via Go To Meeting, as shown in Tab 09.

REPORT OF EXECUTIVE COMMITTEE

The Report of the 2015-16 Executive Committee, Susan A. Petrisin, Chair, was presented. (Tab 10)

CANDIDATE CAMPAIGN RULES FOR THE KIWANIS INTERNATIONAL CONVENTION

Upon recommendation of the Executive Committee, it was moved and adopted:

That the Kiwanis International Board revises Procedure 193.5 - Distribution of Campaign Information and Materials as shown below:

The distribution of campaign materials will be restricted to a specific area(s) designated by the Executive Director. The convention will provide to each candidate, at no cost, an exhibit table and two chairs, for the purpose of displaying campaign items within the designated area inside the convention center and the convention arena shall be prohibited. Candidates will assure that campaign supporters and workers do not block entry and exit ways to convention and hotel facilities, and at all times shall comply with requests of the Sergeant at Arms Committee. The wearing of any campaign material shall be prohibited on stage during any convention session, except during the election process; by presenters at any convention function; and when on duty on behalf of any of the following committees: Host Committees, Registration, Elections, Credentials and Sergeant at Arms.

EXTENUATING CIRCUMSTANCES REGARDING CANDIDATE DISTRICT ENDORSEMENT FOR EUROPE REGION AND VICE PRESIDENT

The following motions were properly moved, considered, and failed:

That the Kiwanis International Board finds that the endorsement of Elio Garazzo from the Italy-San Marino District; and Paul Inge Paulsen from the Norden District; and Frank Arenz from the Germany District by their respective district boards as candidates for Kiwanis International Trustee from the Europe Region is acceptable due to extenuating circumstances, and that they are therefore qualified to be elected at the 2016 Kiwanis International-European Federation convention. (Motion FAILED.)

That the Kiwanis International Board finds that the endorsement of Randy Delay as a candidate for Vice President by the Texas-Oklahoma District Board is acceptable due to extenuating
circumstances, and that Randy Delay is therefore qualified to be a candidate for Vice President at the 2016 Kiwanis International convention.  (Motion FAILED.)

This completed the Report of the Executive Committee.

REPORT OF BOARD COMMITTEE ON MEMBERSHIP AND EDUCATION

The Report of the 2015-16 Board Committee on Membership and Education, Kevin Dean, Chair, was presented.  (Tab 11)

PROPOSED CHANGES ON DISTRICT SIZE AND BOARD AUTHORITY TO CREATE AND CHANGE DISTRICTS

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves revisions to Procedures 202 through 210 regarding district status as shown in Exhibit A, effective October 1, 2017.

STRENGTHENING MEMBERSHIP IN AFRICA

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board requests that Staff prepare an outline of an education program for club leaders in Africa, including content and financial implications, and refers further board consideration to the Board Committee on Audit and Finance.

NEW-CLUB DUES WAIVER CLARIFICATION

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the following clarification to Procedure 342.2 - [New Club Members] Enrollment Fee:

342 - NEW CLUB MEMBERS  (1/13)

342.2 –Enrollment Fee  (4/13)
An enrollment fee shall be charged for each new club member to defray administrative costs, in the amount of $50 for Tier A clubs in North America and $42 for Tier A clubs outside of North America.  However, clubs outside of North America below Tier A shall pay charter member fees of $25 for Tier B clubs and $15 for Tier C clubs.  (10/90) (4/13)

The new member enrollment fee is waived for: charter members of new Kiwanis clubs; Kiwanis club members who, within a six-month period, join another Kiwanis club; and former Key Club or Circle K club members.  The fee is not waived when a member who has been deleted is then re-added by the same club, except when annual dues have been paid for that member for the period in which the member rejoins.  (10/90) (4/14)

Proviso: Effective January 1, 2016 for new clubs organized on or between January 1-September 30, payment of the member enrollment fees for members who join the club after chartering but
by September 30 of the same administrative year shall also be considered payment of dues, subscription fees, and insurance for all members of the club for the following administrative year. This proviso shall apply for clubs formed on or between January 1, 2016 through September 30, 2018 and shall expire after that date. It shall apply only to new members added to such clubs after the initial charter but by September 30 of the same administrative year.

**FAMILY MEMBERSHIP**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board allows those members who participate in the family membership pilot program in the following districts by the end date of those programs as shown below to continue to pay dues at the family membership rate for the duration of their Kiwanis membership or until they no longer qualify as a family member.

- New England and Bermuda District: until September 30, 2016
- Ohio District: until September 30, 2017
- Pacific Northwest District: until September 30, 2018

**ADMINISTRATIVE ACTION REPORT**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the Administrative Action Report as shown in Exhibit B.

**MATCHING GRANT REQUEST FROM NEW ZEALAND-SOUTH PACIFIC DISTRICT**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the matching grant request from the New Zealand-South Pacific District in the amount of US$2,500.

**NON-DISTRICTED CLUBS IN ASIA-PACIFIC GRANT REQUEST**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the grant request from the Kiwanis Asia-Pacific leadership to assist non-districted clubs in the region, to be funded through the Malaysia District, in the amount of US$4,000.

**APPROVAL OF PANAMA AS A DISTRICT-IN-PREFORMATION**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board removes the nation of Panama from the Andean and Central America District and approves the creation of the new Panama District-in-Preformation composed of clubs in the nation of Panama, effective June 1, 2016.
APPROVAL OF A WAIVER TO ALLOW THE ANDEAN AND CENTRAL AMERICA DISTRICT TO RETAIN DISTRICT STATUS

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves a waiver to Procedure 203 - District Status and allows the Andean and Central America District to retain district status, effective June 1, 2016, through September 30, 2017. District status beyond that date will be contingent upon meeting the normal conditions and requirements for districts.

THE FORMULA MATCHING GRANT FUNDS REQUEST

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves a new district matching grant program for the 2016-17 administrative year in the amount of US$155,652 to support district training events for club counselors and club openers, as shown in Exhibit C, and refers the program to the Board Committee on Audit and Finance to consider available funding in the 2016-17 budget.

This completed the Report of the Board Committee on Membership and Education.

REPORT OF THE BOARD COMMITTEE ON AUDIT AND FINANCE

The Report of the 2015-16 Board Committee on Audit and Finance, James M. Rochford, Chair, was presented. (Tab 12)

No action taken by the Board.

This completed the Report of the Board Committee on Audit and Finance.

REPORT OF THE BOARD COMMITTEE ON PROGRAMS AND PARTNERSHIPS

The Report of the 2015-16 Board Committee on Programs and Partnerships, Patricia “Patti” Barsotti, Chair, was presented. (Tab 13)

BACKGROUND CHECKS FOR DISTRICT SLP CHAIRPERSONS, RISK MANAGERS, AND YOUTH PROTECTION MANAGERS

Upon recommendation of the Board Committee on Programs and Partnerships, it was moved and adopted:

That the Kiwanis International Board approves changes to Policy B.16 - Criminal History Background Checks, as follows, effective October 1, 2016:

B. INTERNATIONAL ADMINISTRATION
16. Criminal History Background Checks

b. Districts

(2) Chairs and Committees: Kiwanis International will require criminal history background checks to be conducted and verified by Kiwanis International for all district chairpersons and committee members for all Service Leadership Programs. Persons without a clear background check may not serve as a district chairperson or committee member assistant for Kiwanis Service Leadership programs.

(3) Risk Manager and Youth Protection Manager: Kiwanis International requires a clear criminal history background check for the district Risk Manager and district Youth Protection Manager. This applies to all districts within North America. These checks must be conducted and verified by Kiwanis International in accordance with Kiwanis International Procedure. Persons without a clear background check may not serve in either position. (4/13) (4/15)

[Subsequent paragraphs would be renumbered.]

SLP CLUB ADVISOR BACKGROUND CHECKS

Upon recommendation of the Board Committee on Programs and Partnerships, it was moved and adopted:

That the Kiwanis International Board approves additional changes to Policy B.16 - Criminal History Background Checks, as follows, effective October 1, 2016:

B. INTERNATIONAL ADMINISTRATION
16. Criminal History Background Checks

c. Clubs

(1) Club Advisor to SLP: Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Program club, program or activity. The check must be conducted and verified by Kiwanis International may be conducted by any provider. Persons without a clear background check may not serve as the advisor. Approved background checks shall be valid for no more than two ten years. Advisors shall acquire a new background check upon their initial appointment to the position. Service Leadership Program clubs that petition to charter will only be approved once the appointed Kiwanis advisor has a clear background check conducted and verified by Kiwanis International with indication on the petition form that the Kiwanis advisor has a clear criminal history background check.
KIWANIS YOUTH PROTECTION GUIDELINES REVISIONS

Upon recommendation of the Board Committee on Programs and Partnerships, it was moved and adopted:

That the Kiwanis International Board approves changes to Procedure 432 - Youth Protection Guidelines as follows, effective June 1, 2016:

432 – YOUTH PROTECTION GUIDELINES

All adults working with youth under the age of 18 at any Kiwanis event are expected to read/understand, agree to, and abide by these guidelines.

432.2 – Use of Alcoholic Beverages, and-Tobacco, Marijuana, and Other Substances

While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages and/or the use of tobacco, marijuana products, and narcotic drugs or psychotropic substances during any portion of the event, even if prescribed for medicinal use.

432.5 – Transportation

When transporting youth, the best practice is the “rule of threes,” being with at least three people in the vehicle at all times along with documented approval from a parent or guardian (if applicable) for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

AKTION CLUB MEMBER PROTECTION GUIDELINES REVISIONS

Upon recommendation of the Board Committee on Programs and Partnerships, it was moved and adopted:

That the Kiwanis International Board approves changes to Procedure 439.9 - Guidelines for Working with Aktion Club Members, as follows, effective October 1, 2016:

439 – AKTION CLUBS

439.9 - Guidelines for Working with Aktion Club Members

F. Transportation: When transporting an Aktion Club member, the best practice is the “rule of three”, with at least three people in the vehicle at all times along with documented approval from a parent or guardian (if applicable) for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and agency policies.

This completed the Report of the Board Committee on Programs and Partnerships.
REPORT OF THE BOARD COMMITTEE ON PUBLIC RELATIONS, IMAGE AND MARKETING

The Report of the 2015-16 Board Committee on Public Relations, Image and Marketing, Marcel A. Kreienbühl, Chair, was presented. (Tab 14)

PROMOTION OF SIGNATURE PROJECTS

Upon recommendation of the Board Committee on Public Relations, Image, and Marketing, it was moved and adopted:

That Kiwanis International will recognize selected club signature service projects at the Kiwanis International Convention, beginning with the 2017 convention in Paris. Staff is requested to develop an appropriate competition and recognition program, for review by the Board Committee on Public Relations, Image and Marketing prior to the June 2016 Board meeting.

ROBERT P. CONNELLY AWARD

Upon recommendation of the Board Committee on Public Relations, Image, and Marketing, it was moved and adopted:

That the Kiwanis International Board directs that the Robert P. Connelly Award be made available to clubs and other Kiwanis entities as a local recognition program via an online submission process to ensure the recognition is being properly awarded. Proper submissions will be reviewed annually by the appropriate Board Committee to determine if one or more submissions should be further honored.

This completed the Report of the Board Committee on Public Relations, Image and Marketing.

NEW BUSINESS

Without objection, the following recommendations were adopted:

EXTENUATING CIRCUMSTANCES REGARDING CANDIDATE DISTRICT ENDORSEMENT FOR EUROPE REGION AND VICE PRESIDENT

That the Kiwanis International Board recommends that the Kiwanis International-European Federation hold a non-binding preference vote at its 2016 House of Delegates among potential candidates Garazzo, Paulsen, and Arenz for consideration by the Kiwanis International Board in filling the Kiwanis International Trustee term for the Europe region that will begin October 1, 2016.
2016 Kiwanis International Convention Registration Rate Extension

That the Kiwanis International Board extends the initial discounted advance registration rates for the 2016 Kiwanis International Convention until May 15, 2016.

Ad Hoc Committee on Recognition Programs

That the Kiwanis International Board receives the report from the Ad Hoc Committee on Recognition Programs. The Board refers the matter back to the committee to work with the Kiwanis International President-elect and present a new report for consideration by the Board at the June 2016 Board meeting.

Next Board Meeting – June 14, 2016

The next meeting of the Board of Trustees will be June 14, 2016, via Go To Meeting.

The meeting adjourned sine die on Saturday, April 16, 2016, at 6:30 p.m. EDT.