

President Alan's Board Notes and Summary
of the Board Meeting of the Kiwanis Club and Foundation of Ann Arbor
Meeting Date: February 21, 2017 at 6:30p

COMMENTS from GENERAL MEMBERSHIP and GUESTS: (None)

COMMITTEE REPORTS to the Board. (with Liaison Support as needed)

- a. Meals on Wheels Report (Mike Anglin)
- b. Our Voucher Program Update and the use of "Warm The Children" (WTC) Vouchers (Ellen Webb)
- c. By-Laws Committee – Refer to item #2 under New Business.
- d. A letter to Chemical Bank January 31, 2017, to extend use of LOC for one additional year. (Eloise Lavin)
- e. Building and Equipment Committee – Status of repairs and upgrades of current and expanded Kiwanis Thrift Sale areas; status of Facility Manager vacancy.
- f. Budget Committee – Refer to budget adjustments item #1 under the New Business.
- g. Special Committee for the Sale of Real Estate – Refer to President Alan Reports and Press Release.

Approved the MINUTES from the Board meetings of January 17, 2017 and January 23, 2017.

Received the SECRETARY'S REPORT for January 2017.

Approved New Member, Paula Fomby, and a Leave of Absence, Doug Hanton Feb 27-Mar 20, 2017.

Received the Treasurers' reports for our FOUNDATION, SALES, and CLUB.

Finished the process of Board members selecting Kiwanis Committees to assist as Board Liaisons.

Background Information: The Board member does not replace the important on-going role nor responsibility of Committee Chair. The Board Liaison shares with those committees the on-going work of the Board, which may impact the work of those committees and encourage sharing of committee information with the Board. The goal is that the Board and Committees will be better aligned, informed, and in support of each other's good work.

PRESIDENT'S REPORTS:

- A. Special Committee for the Sale of Real Estate. A listing agreement for the sale or lease of all or part of our Kiwanis Center Downtown was signed by President Alan and Colliers International. Agreement in effect until January 31, 2018. For Sale/For Lease signs will be going up on the building. Updates of showing activity will be provided every two weeks. Press release was released.
- B. Food Services. On Monday, February 6, a letter of resignation from Martha Petroski was received. She resigned as Social Committee Chair and committee member, Cashier, and Food Services due to unexpected personal responsibilities. A meeting with the Social Committee was held on February 20th to discuss if our weekly food services coordination should be based in that committee or not - and to discuss next steps to consider. Other committees are being asked what parts of our Food Service they could support in the future. Example Cashier to Attendance and Greeters, cleaning to Building and Equipment, identifying a member to be the contact with the caterer, who can monitor and order supplies, doing a survey of what we like, don't like about our Food Service.

C. FUTURE BOARD TOPICS:

- a. Requests from the Building and Equipment Committee as part of use of KCD and KCW.
- b. By-Laws Committee Club By-Law language changes, then Foundation By-Law language changes, followed updating our Manual of Policies and Procedures.
- c. A review of the on-going and Future Secretarial Services and the appropriate level of reimbursement for those important services as our Club and Foundation needs are changing.
- d. Discuss and explore when to seek a vote by the Board, and then a vote by the general membership, for authority to sell our out-lot on Jackson Road.
- e. How best to Honor Community Citizens that have supported Kiwanis throughout the years. Dan Dever, Larry French, Max Ziegler will develop recommendations for the Board's consideration.

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- f. Warm The Children Project (WTC): No later than June 20, 2017, a recommendation to the Board from the WTC Project sub-committee of Children and Youth Committee our official sponsorship of WTC in future years. The Board would need to vote to approve. Then after due notice to the membership, a vote by the membership would need to occur. The membership would need to support our on-going Official Sponsorship of WTC by a 2/3 affirmative vote.
- g. Re-organization: Continue to explore the list of recommendations from the Administrative Re-Organization Committee of our Club and Foundation, specifically, explore the possible hire of a General Manager, Business Manager, Executive Director and/or Administrative Assistant and that person's duties and responsibilities.

OLD BUSINESS

1. Approved a motion for the President to ask current committee(s) and/or create a new committee to develop recommendations for the Board to consider regarding how and when to move our weekly Monday meetings and office functions from Kiwanis Center Downtown (KCD) to Kiwanis Center West (KCW). Any movement of the Thrift Sales will continue to be the responsibility of SMOC working with Building and Equipment and Sale Allocation Committees. *Note: After contacting committee chairs, the President asked Greg Meisner to Chair a new committee and identify committee members. "This new committee will be called the "Club Meetings and Offices Relocation Committee" (CMOR).*

NEW BUSINESS

1. Approved an amendment to the 2016-17 Kiwanis Foundation Budget to increase budget line #5491 (Scholarships-Kiwanis Funded) by \$4,000. This line would increase from the current \$9,000 to a new total of \$13,000.
2. Approved the Club By-Law updates as presented and amended by the Board. **Directed the President to schedule a vote by the general membership of the recommended updated Club By-Laws on Monday, March 13, 2017.** When approved by the membership, submit the Club By-Laws to Kiwanis International for their review with the goal of gaining their approval.
3. Approved the vendor service contract between Eloise Lavin's company "Lavin Consulting LLC" to provide bookkeeping activities to our Kiwanis Foundation in the amount \$2,000 per month to better reflect expanded and on-going bookkeeping work. The service contract period will be January 1, 2017 through September 30, 2018. Direct the President to complete the necessary steps to implement this service contract.
4. Confirmed the date of the next regularly scheduled monthly Kiwanis Board meeting for: **Tuesday, March 21, 2017**, starting at 6:30p to be held at Kiwanis Center West.
5. Adjourned the Board Meeting as of 8:38p.

THANK YOU FOR ALL THE IMPORTANT WORK AND SERVICE PROVIDE.

#KidsNeedKiwanis

Kiwanis Needs You

Help Us Help Kids

Attachment: Secretary's Report for January 2017.

KIWANIS CLUB OF ANN ARBOR
SECRETARY'S REPORT
January 2017

1. Club Membership and Performance	<u>2017</u>	<u>2016</u>	<u>2015</u>
Member count on January 31st	143	149	161
Net change since October 1, 2016 = +7			
* Starting Oct. 1, 2016 Membership = 136			

2. Reports: The January monthly report to Kiwanis International was submitted Feb. 10, 2017 and will be emailed to the Board.

3. Minutes of the January 17, 2017 Board meeting: The minutes of Jan. Board meeting will be distributed to Board members and posted to the members only section of website.

4. New Members added in January: Larry Dittmar and Mary Stewart were inducted January, paid dues and added to KI roster.

Prospective Members for approval: Paula Fomby, UM Associate Research Scientist, is sponsored by Lynne Lande, co-mentored by Greg Meisner, endorsed by Chris Winkler, and interviewed by Past President Harry Cross, who recommended acceptance for membership. If approved, Paula will be inducted March 6th, added to roster upon payment of dues.

New Members in Progress: (Inducted members are not officially added until dues are paid.)

- Zachary Ackerman – inducted Dec. 2016, will be added to KI roster when dues paid.
- Jason Balcom and Jake Stacey were inducted at Dec. 1 KYP meeting, have not paid dues.
- Ted Thiry still needs to be interviewed by Past President, then approved by Board.

Membership info: In Michigan District, our club is ranked 5th out of 167 for net growth (+7) and 53rd out of 167 in percentage growth (+5.1%).

5. Leave of Absence: Betsy Ford requests leave of absence through March 2017. Doug Hanton requests leave from Feb. 27 through March 20th.

6. Division 10 Council Meeting will be held Thurs. Mar. 2nd, 6:00 pm at KCW; Need head count of our attendees. Importantly, discussion of Division Re-Alignment Proposal to equalize Clubs (each Division consist of 5-14 clubs) and minimize distances between clubs (60 -836 miles), will encourage interclub visits and help establish District budgets.

- **Spring Divisional will be held Saturday, April 8 in Brighton.**

7. Interclubs: Jan. 10, 2017 our Club visited Ann Arbor Western, 6 members attending.

- **Manchester will host interclub in March**
- **Chelsea will host a Super-Interclub April 17, 2017.**

Respectfully submitted,
Kathie Wilder, Secretary