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**KIWANIS INTERNATIONAL BOARD OF TRUSTEES**  
**July 24, 2020**

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## MINUTES OF THE

### MEETING OF THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

July 24, 2020

The meeting of the Board of Trustees of Kiwanis International convened in Indianapolis, Indiana USA and via GoToMeeting, July 24, 2020. Those present were:

In-person: James M. Rochford, Immediate Past President; Arthur N. Riley, President-elect, Vice President; Stan D. Soderstrom, Executive Director; Trustees Katrina J. Baranko, Greg Beard, Gary Cooper, George R. Delisle, Charles Gugliuzza, and David W. Hurrelbrink

Online: Daniel Vigneron, President; Peter J. Mancuso, Vice President; Trustees Gunnsteinn Björnsson, Chian Chu-Ching, Elio Garozzo, Tony Gunn, Richard G. Olmstead, Jr., Ernest Schmid, Sam Sekhon, Ronald E. Smith, and Cathy Szymanski

Guests/In-person: Vice president candidates Bert West and Terry White

Guests/Online: Trustee candidates Roger Bell, Kip Crain, Chuck Fletcher, Michel Fongue, Nathaniel Kyle, Michael Mulhaul, and Henk Oostdam

The meeting was called to order by President Daniel Vigneron on Friday, July 24, 2020 at 9:00 a.m. EDT.

The following reports were received:

#### **REPORT OF THE PRESIDENT**

The Report of the President, Daniel Vigneron, is attached as **Tab 01**.

#### **REPORT OF THE PRESIDENT-ELECT**

The Report of the President-elect, Arthur N. Riley, is attached as **Tab 02**.

#### **REPORT OF THE VICE PRESIDENT**

The Report of the Vice President, Peter J. Mancuso, 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, Katrina Baranko, is attached as **Tab 05**.

#### **REPORT OF THE BOARD COUNSELOR TO KEY CLUB INTERNATIONAL**

The Report of the Board Counselor to Key Club International, George R. Delisle, is attached as **Tab 06**.

#### **GENERAL CONSENT ITEMS**

Upon motion duly made by President-elect Art Riley and seconded, the following recommendations were adopted:

#### **APPROVAL OF APRIL 22, 2020 MINUTES**

**That the Kiwanis International Board approves the minutes of the Board meeting held April 22, 2020, via GoToMeeting, as shown in Tab 07.**

**APPROVAL OF JUNE 17, 2020 MINUTES**

**That the Kiwanis International Board approves the minutes of the Board meeting held June 17, 2020, via GoToMeeting, as shown in Tab 08.**

**ADMINISTRATIVE ACTION REPORT**

**That the Kiwanis International Board approves the Administrative Action Report, as shown in Tab 09.**

**2020-21 KIWANIS INTERNATIONAL COMMITTEES**

**That the Kiwanis International Board approves the 2020-21 Kiwanis International Committees as shown in Tab 10.**

**2020-21 KIWANIS INTERNATIONAL BOARD COMMITTEES**

**That the Kiwanis International Board approves the 2020-21 Board Committees as shown in Tab 11.**

**2020-21 KIWANIS INTERNATIONAL BOARD COUNSELOR ASSIGNMENTS**

**That the Kiwanis International Board approves the 2020-21 Board Counselor assignments to districts as shown in Tab 12.**

**EXECUTIVE COMMITTEE ACTION OF JUNE 24, 2020**

**That the Kiwanis International Board ratifies the action taken by the Executive Committee on June 24, 2020, to establish health and safety parameters for the council meeting, as shown in Tab 13.**

**KIWANIS YOUTH PROGRAMS BYLAWS AMENDMENTS**

**That the Kiwanis International Board ratifies the Kiwanis Youth Programs Bylaws amendments regarding Kiwanis Youth Programs board composition as shown in Tab 14.**

**REPORT OF THE EXECUTIVE COMMITTEE**

The Report of the 2019-20 Executive Committee, Daniel Vigneron, Chair, was presented. **(Tab 15)**

***KIWANIS ALCOHOL POLICY AND PROCEDURE***

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

**That the Kiwanis International Board revises Policy B.6 – Alcohol Guidelines, as shown below.**

## **Policy B. International Administration**

### **6. Alcohol Guidelines**

Alcohol may be served or consumed at Kiwanis events in a legal and responsible manner, provided such serving or consumption is done in accordance with the customs and applicable laws where the club or other Kiwanis entity is located, and an adequate risk management program (to include liability insurance and adherence to legal requirements) is in place. (10/83) (1/20)

~~The use of membership dues or fees shall not be used for the purchase of alcoholic beverages for or by the Kiwanis International Board or Staff. (4/18)~~

The purchase of alcoholic beverages for any event produced or sponsored by Kiwanis International or its other entities shall be funded by non-dues revenues including but not limited to registration fees, separate ticket sales, and/or third party sponsorship or underwriting.

Because the presence of alcohol at a function greatly increases the risk of personal injury, Kiwanis clubs and other Kiwanis entities must be conscious of liability exposure whenever alcohol is offered. All Kiwanis entities should adhere to the alcohol guidelines established by Kiwanis International when providing alcohol at an event; see Procedure 173 – Alcohol Guidelines for Kiwanis Clubs and Other Kiwanis Entities. (10/83) (1/13)

*Immediate Past President James M. Rochford requested the vote count be recorded, as follows:*

**10 – Yes** (Katrina Baranko, Greg Beard, Gunnsteinn Björnsson, Chian Chu-Ching, Tony Gunn, Peter J. Mancuso, Arthur N. Riley, Sam Sekhon, Ernest Schmid, and Daniel Vigneron)

**9 – No** (Gary Cooper, George R. Delisle, Elio Garozzo, Chuck Gugliuzza, David W. Hurrelbrink, Richard G. Olmstead Jr., James M. Rochford, Ronald E. Smith, and Cathy Szymanski)

**ADOPTED**

### ***KIWANIS ELECTIONS CAMPAIGN POLICY AND PROCEDURES***

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

**That the Kiwanis International Board approves revises Policy B.23 – Endorsement of Candidates for Kiwanis International Office and Procedure 193 – Kiwanis International Election Campaign Standards, as shown in Exhibit E, with the exception that proposed Policy B.23 subsections k and l and Procedure 193.6 - Neutrality are referred back to committee for additional consideration.**

### ***KIWANIS TRAVEL PROCEDURES***

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

**That the Kiwanis International Board revises Procedure 178 – Travel Management, Procedure 179 – Travel Reimbursement by Kiwanis International, and Procedure 107 – District Counseling, as shown in Exhibit D.**

*Immediate Past President James M. Rochford requested the vote count be recorded, as follows:*

**9 – Yes** (Katrina Baranko, Greg Beard, Gunnsteinn Björnsson, Chian Chu-Ching, Tony Gunn, Richard G. Olmstead Jr., Ernest Schmid, Ronald E. Smith, and Daniel Vigneron)

**8 – No** (Gary Cooper, George R. Delisle, Elio Garozzo, Chuck Gugliuzza, David W. Hurrelbrink, James M. Rochford, Sam Sekhon, and Cathy Szymanski)

**2 – Abstain** (Peter J. Mancuso and Arthur N. Riley)

**ADOPTED**

This completed the Report of the Executive Committee.

## **REPORT OF THE BOARD COMMITTEE ON AUDIT AND FINANCE**

The Report of the 2019-20 Board Committee on Audit and Finance, Greg Beard, Chair, was presented. **(Tab 16)**

No action was taken.

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

## **REPORT OF THE BOARD COMMITTEE ON LEADERSHIP DEVELOPMENT AND EDUCATION**

The Report of the 2019-20 Board Committee on Leadership Development and Education, Arthur N. Riley, Chair, was presented. **(Tab 17)**

### ***LEADERSHIP EDUCATION PHILOSOPHY STATEMENT***

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

**That the Kiwanis International Board approves the philosophy statement on leadership education as stated below.**

**“Kiwanis will engage its global resources to develop impactful community leaders of all ages through educational opportunities. Programs will elevate cultural awareness, encourage active local and global citizenship, and promote meaningful relationships. These efforts will create servant leaders equipped to lead positive change and advancements worldwide.”**

### ***REVIEW SUBCOMMITTEE PRIORITIES AND TIMELINES***

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

**That the Kiwanis International Board supports the Leadership Advisory Task Force subcommittees in their priorities and timelines so far and encourages them to continue their work.**

### ***WORK OF VISIONARY LEADERSHIP SUBCOMMITTEE***

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

**That the Kiwanis International Board approves in concept the leadership development program as shown in Exhibit A, pending development of a final proposal.**

This completed the Report of the Board Committee on Leadership Development and Education.

## **REPORT OF BOARD COMMITTEE ON MEMBERSHIP**

The Report of the 2019-20 Board Committee on Membership, Charles Gugliuzza, Chair, was presented.  
**(Tab 18)**

### *INTERNATIONAL SUBCOMMITTEES ON MEMBERSHIP WORK*

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

**That the Kiwanis International Board supports the work of the International Committee on Membership as reported by President-elect Art Riley's summary document shown in Exhibit A and looks forward to additional work from the committee.**

### *KIWANIS ASIA-PACIFIC DISTRICTS MATCHING GRANT REQUESTS*

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

**That the Kiwanis International Board approves the matching grant request from the Nepal District in the amount of US\$7,850 for club leadership education efforts.**

**Further, that the Kiwanis International Board approves the matching grant request from the Philippine Luzon District in the amount of US\$7,850 for club leadership education efforts.**

### *TAIWAN DISTRICT REQUEST TO DETACH CAMBODIA*

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

**That the Kiwanis International Board approves the formal detachment of the Kiwanis Club of Metro Phnom Penh (KCMPP) in Cambodia from the Taiwan District.**

### *CLUB ATTACHMENTS TO DISTRICTS*

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

**That the Kiwanis International Board approves the formal attachment of the Kiwanis Club of St Pierre de la Réunion to the France-Monaco District and the Kiwanis Club of Chisinau, Moldova, to the Romania Provisional District.**

### *MANDATORY REQUIREMENT FOR U.S. CLUBS TO ESTABLISH AN EIN AND FILE IRS FORM 8976*

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

**That the Kiwanis International Board requires all newly-chartered U.S. Kiwanis clubs to submit their tax identification number (EIN) and a copy of IRS Form 8976 - Notice of Intent to Operate as a 501(c)(4) to Kiwanis International at the same time as they submit their organizational paperwork (roster, bylaws, and charter fee payment). This requirement is effective October 1, 2020. This requirement will save clubs from having to pay fines to the government for not completing these steps.**

***ROMANIA PROVISIONAL DISTRICT REQUEST FOR DUES RELIEF 2019-20***

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

**That the Kiwanis International Board provides a grant for clubs in the Romania Provisional District for the 2019-20 administrative year equal to the difference between Tier A dues (US\$52) and Tier C dues (US\$23), for an estimated total of US\$18,073.**

This completed the Report of the Board Committee on Membership.

**REPORT OF THE BOARD COMMITTEE ON RISK MANAGEMENT**

The Report of the 2019-20 Board Committee on Risk Management, Daniel Vigneron, Chair, was presented. **(Tab 19)**

***YOUTH PROTECTION***

Upon recommendation of the Board Committee on Risk Management, it was moved and adopted:

**That the Kiwanis International Board requires that, effective September 1, 2020, any advisor to any Service Leadership Program (SLP) that does not have a valid clear criminal history background check on file with Kiwanis International will be removed from their position as advisor.**

**Further, the Kiwanis International Board directs staff to send written notice to individual schools or other facilities advising of the removal of authorization of Kiwanis advisor for all individuals who previously served as advisor but are not in compliance with Kiwanis International's criminal history background check requirements.**

This completed the Report of the Board Committee on Risk Management.

**REPORT OF THE BOARD COMMITTEE ON SERVICE AND PARTNERSHIPS**

The Report of the 2019-20 Board Committee on Service and Partnerships, Richard G. Olmstead, Jr., Chair, was presented. **(Tab 20)**

No action was taken.

This completed the Report of the Board Committee on Service and Partnerships.

**NEXT BOARD MEETING – SEPTEMBER 30-OCTOBER 2, 2020**

The next meeting of the Board of Trustees will be September 30-October 2, 2020 via GoToMeeting.

The meeting adjourned sine die on Friday, July 24, 2020, at 12:57 p.m. EDT.