

**Trustee Meeting Minutes
Kiwanis Club of Columbus**

**The Athletic Club of Columbus
November 12, 2013**

Attendance

Officers and Trustees:

Kathleen Roberts, President	David Brainin, Trustee
Jim Skidmore, President-elect	Andy White, Trustee
Jeff Rayis, Vice President	Alice Hohl, Trustee
Paul Bohlman, Secretary	Mark Poeppelman, Trustee
Pranab Bhattacharya, Ass't Treasurer	Alison Friend, Trustee
Cindy Sturni, Trustee	Stephanie Harris, Trustee

Committee Chairs/Representatives:

Tiffany Crosby, Youth Opportunity	Scott Doellinger, Environment & Agri.
Shana Scott, Auction co-chair	Michael Ranney, Behavioral Health
Jim Shively, Homeless	Bob Eberhart, Laws & Regulations
Larry Icenogle, Music & Arts	Andy Sonderman, Interclub
David Timmons, Music & Arts	Sam Vogel, Past Presidents Advisor
J.P. LaFramboise, College Fair	Susan Black, SLP Circle K

Members at Large: Caitlyn Nestleroth

Guests: None

The meeting was called to order by President Kathleen Roberts at 5:33 p.m., once quorum was achieved.

President's Report –

- 1- Kathleen welcomed everyone and thanked them for coming.
- 2- Kathleen explained that Michael (our weekly waiter) was not at the meeting yesterday due to his son having a serious football injury and needing treatment.
- 3- Kathleen reminded everyone of her theme for the year – “It’s not about ME, and not about YOU, but what WE are doing to benefit the children and families in our Columbus community.”
- 4- Kathleen verified the head count of those staying for fellowship and dinner.
- 5- Kathleen encouraged collaboration between committees and for committee chairs to recruit new and veteran Kiwanis members for their committees. There is a list of new members maintained on the web site.
- 6- Kathleen asked to have ‘Request for Funds’ proposals by the Friday before the Trustee meeting and you should bring about 25 copies to distribute. It was queried as to whether this could be done electronically, so as to save paper? Kathleen will explore a process.
- 7- Copies of the Foundation’s funding guidelines were distributed and discussed. Discussion was also held on our check presentation guidelines (see attached).
- 8- Meeting minutes will be posted in the ‘Member Only’ section of the web site and should be reviewed prior to the next meeting for approval. Any corrections should be given to Paul.
- 9- Upcoming Club meetings – November 18, we will focus on membership, plus we will present a check to the Columbus Metropolitan Library. On the 25th, our focus will be on the ELIMINATE Project, plus we will present a check to the Salvation Army.
- 10- Upcoming projects/events – Kathleen reminded everyone to regularly check the website activities calendar.
 - a. Boys & Girls Club reading project – twice a month - 2nd and 4th Thursdays – see Perry Fisher for details and to participate.

- b. Salvation Army bell ringing – North Market and downtown Columbus street corners, beginning November 16. See Bob Wiseman to sign up, or sign up on line.
- 11- We have an opportunity to expand our relationship with the Boys & Girls Club at the Milo Grogan, Gift Street and KIPP School locations. We are currently exploring this and will be looking for two volunteers for two hours per month, working with the staff at each location.

Treasurer's Report:

- **Foundation Budget** – Results through October show a profit of \$19,900.

- 1- Income to-date is \$19,900.
 - a. \$19,400 is 1916 Society Donations (Big Give)
 - b. \$500 is lagging Regatta income
- 2- Expenses are \$0 – No expense incurred in October
- 3- Assets
 - a. \$44,000 cash
 - b. \$973,500 total assets

Jeff Rayis moved to receive the report as submitted, and Mark Poeppelman seconded the motion. Motion carried.

- **Club Budget** – Results through October show a profit of \$39,200.

- 1- Income is \$53,700
 - a. \$14,000 is College Fair income deferred from 2012-13 to cover lagging event expenses (which were (\$9,200) in October)
 - b. \$32,200 is annual dues collected (including \$26,500 collected in 2012-13)
 - c. \$3,500 is Presidents Party (no expense hit yet in October)
 - d. \$2,300 is gift card income (offset by (\$2.1K) in expense)
 - e. \$900 is collected Monday lunch money
 - f. \$700 is various items including advertising income, collection for ACC Staff Bonus, etc.
- 2- Expenses are \$14,500
 - a. \$500 is Directors insurance
 - b. \$1,000 benefit is reversal of an accrual to help cover International Convention cost
 - c. \$600 is Division dues/meeting expense
 - d. \$9,200 is College Fair expense (see carry forward income above)
 - e. \$2,100 is grocery gift card expense (see associated income above)
 - f. \$600 is meeting expenses
 - g. \$1,800 is administrative expense
 - h. \$700 is other office expenses/supplies
- 3- Assets
 - a. \$66,400 Club PNC Account
 - b. \$21,100 Fundraising Account

Discussion was held. Cindy Sturni moved to approve the Club report. Alison Friend seconded the motion. Motion carried.

- **Other items**

- Aged un-cleared checks
 - 2/19/13 - #3502 – Columbus International High School - \$750
 - 6/27/13 - #3531 – FFA Foundation - \$700
 - 6/27/13 - #3532 – Boys & Girls Club - \$200
 - 8/24/12 - #1167 – Paul Bohlman - \$97.86

Discussion was held regarding each of these checks. Mark Poeppelman will check into the status of the program we were to fund at the International High School and

Scott Doellinger will follow-up with check presentations to the FFA Foundation and the Boys & Girls Club. The outstanding check to Paul Bohlman should be cancelled.

Secretary's Report

- 1- Approval of October 15 meeting minutes – Jim Skidmore moved to approve the minutes of the October 15, 2013 Trustee meeting and Alice Hohl seconded the motion. Motion carried.
- 2- Luncheon reservation system/website update –Paul provided background regarding the need for the upgrade and the process followed. Alice Hohl provided a demonstration of the new meeting reservation system, which is ‘live’ as of today.

New Business / Committee Reports

1- Membership

- a. Jeff Rayis submitted the name of John T. Erickson for consideration. He is a commercial credit analyst at Park National Bank and plans to be at the meeting Monday for induction, if approved. His application fee has been paid. Jim Skidmore moved to approve the application and David Brainin seconded the motion. Motion carried.
 - b. Jeff distributed information from the membership committee meeting and reviewed the following points:
 - i. We will be inducting Michael Stickney and John Erickson this coming Monday.
 - ii. Volunteers are being recruited to share a moment with the Club explaining why they joined, how they joined, what the Club has meant to them, etc. These would be two-minute presentations, at least once per month.
 - iii. The new member goal this year is 30 new members.
 - iv. Jamie Richardson has offered to have White Castle re-do the membership thermometer so that we have a visual reminder of progress being made.
 - v. Table notes will be provided at a Monday meeting that will assist members with an “elevator message.”
 - vi. We will be developing a point system for tracking guests and recognizing those who brought them. Winners each month will receive a box of chocolate Buckeyes.
 - vii. A proposal was put forth to institute a dues incentive for those who recruit new members –a 20 percent discount for recruiting 3 new members, 50 percent for recruiting 5, etc. Some discussion was held. Stephanie Harris moved and Cindy Sturni seconded a motion to authorize the Executive Committee to flesh out the details so it can be voted on next month. Motion carried.
 - viii. A proposal was put forth to offer a lunch rebate to a new member on the day he/she is being inducted. Stephanie Harris moved to approve this proposal and Jim Skidmore seconded the motion. Motion carried with one dissenting vote (White).
 - ix. Jeff provided a final reminder to invite guests. Let them know that we are looking to recruit them as a new member of our Club.
- 2- **Young Children Priority One** – Cindy Sturni reported that they have reviewed a three-year history of giving by the committee and they are developing a list of additional potentials to pursue.
 - 3- **International Relations Committee** – Mark Poepelman reported that the 3rd Annual Columbus International 5K is tentatively scheduled for April 26. We should have the date confirmed in early December.
 - 4- **Agriculture and Environment** – Scott Doellinger reported that they did not meet last month. “Shred-it Day” will be in the spring and again in the fall. They are also looking to work with the Boys & Girls Club. Scott proposed looking to purchase planters for out in front of the ACC, with Kiwanis signage that announces our meetings at noon on Mondays.
 - 5- **Inter-Club** – Andy Sonderman reported that the committee is meeting on November 25. We had a good turn-out for the Division 10-W meeting last week. We are having an interclub this evening, with five of our past presidents attending the Northwest Kiwanis 85th anniversary celebration.

- 6- **Behavioral Health and International Committee** request – Mike Ranney requested \$2,000 for SON Ministries, who conduct ESL classes for adults and educational programs for their children. Last year, they served 146 families representing 36 countries. The funds would help support a staff member to work with the children. Alice Hohl moved and David Brainin seconded the motion. Discussion was held. Motion carried.
- 7- **Music & Arts / Youth Opportunity / International Relations Committees**– Larry Icenogle presented a request for \$10,000 for the Columbus Children’s Choir. The funds would enable us to serve as the principal sponsor of the choir’s tour to Spain. Thirty-seven singers (out of 260 choir members) will be traveling with 15 adults. We will receive recognition as the principal sponsor of the tour, including pre-tour promotion, tee shirts, large banners w/ our logo, etc. They will also provide a post-tour performance for our Club. Andy White moved and Alice Hohl seconded a motion to approve the request. Discussion was held. It was agreed that \$5,000 would come from the Community Outreach pool of money and \$5,000 would come from the Youth Services pool of money. Motion carried.
- 8- **Public Relations** – Alice Hohl reported that the committee has been focused on the web site restructuring, which is nearly complete.
- 9- **Circle K** – Susan Black reported that membership in our Capital University Circle K is now up to 15 (from a low of 5). They will be ringing bells for us on Saturday.
- 10- **Homeless** – Jim Shively reported that we will be serving at the Manna Café on Wednesday November 27. We will need to secure volunteers for this. “Bethlehem on Broad” is scheduled for Saturday, December 14, and we will need to staff that, as well.
- 11- **Centennial Committee** – Jeff Rayis reported that we need more committee members, and encouraged all to consider signing up.
- 12- **Youth Opportunity** – Tiffany Crosby reported that they are looking into a grant request for a charter school that will possibly be brought next month. There are concerns regarding the school’s strength and viability before proceeding.
- 13- **Auction** – Andy White reported that this year’s auction is scheduled for May 17 at Brookside Country Club. Please be sure it is on your calendar and plan to attend.
- 14- **Program Committee** – Paul Bohlman reported on behalf of the committee. Speakers are lined up through the middle of January. The committee continues to search for a blend of top notch speakers on political, socio-economic, cultural and sporting issues. The Columbus Children’s Choir will perform for us on December 16. Next week, we will hear from Greg Paxton, the Columbus Fire Chief. Chuck Gehring from LifeCare Alliance will speak to us on December 2 and John Lowe from Jeni’s Ice Cream will present on December 9. You can check our ‘activities calendar ‘on our Club website to stay abreast of upcoming speakers.

Jim Skidmore moved to adjourn and Cindy Sturni seconded the motion. The meeting was adjourned at 7:12 p.m.

These minutes respectfully submitted by Paul W. Bohlman, Secretary.

Kiwanis Club of Columbus Check Presentation Process

The final step in the Foundation grant process is the actual presentation of the check to the recipient organization. Our Club has a policy of presenting these checks in person, so that our general membership understands where the money is going and so the recipient organization can observe and better understand Kiwanis Club of Columbus.

It is the responsibility of the requesting committee to set up the check presentation. This can be done by the committee chair or their designee. Checks should be ready for presentation as early as the second Monday following the Trustee meeting.

Here are the suggested steps:

- 1- Contact the recipient organization to notify them that their request has been approved and that we would like to have them attend a meeting to receive their check.
 - a. They should be told that they would be allowed up to two minutes to express their appreciation and explain how the gift will impact their organization.
- 2- Identify one or two possible dates when they are available to attend.
- 3- Verify the date with the Club President, to assure appropriate time is allocated and that there are no other conflicts.
- 4- Notify the Club Secretary so that the check presentation can be noted in the newsletter (*this must be done at least 8 days prior to the meeting they will be attending*).
- 5- Determine if they will be just attending the meeting and/or staying for lunch and provide them with our luncheon reservation link. Explain the registration process and costs (\$4.25 for meeting only and \$13.50 for meeting and lunch). They are welcome to bring more than one person. Remind them of the 10 a.m. Friday deadline.
 - a. If you, or one of your committee members, would like to have them as your guest, it is recommended that you make the necessary meeting/luncheon reservation on their behalf.