

**MINUTES OF THE MEETING OF THE EASTERN CANADA & CARRIBEAN DISTRICT OF
KIWANIS INTERNATIONAL FINANCE COMMITTEE**

Web Conference November 24, 2009

November 24, 2009

**TO: Recipients of the Minutes of the November 24, 2009, Meeting of the EC&C District of
Kiwani International Finance Committee**

Attached are the proposed minutes of the November 24, 2009, meeting of the EC&C Finance Committee

To some of you this may be a different presentment than you are used to seeing. The minutes reflect what took place at the meeting not what was said. Supporting documentation is attached as part of the minutes. When you approve the minutes you are simply approving that they represent a factual recording of the meeting not the decisions made at the meeting. Those who were not present at the meeting should refrain from voting.

Sincerely,

Jim

Jim Steele

District Secretary Treasurer

EC&C District

Enclosures

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**MINUTES OF THE MEETING OF THE EASTERN CANADA & CARRIBEAN DISTRICT OF
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Web Conference November 24, 2009

MINUTES

The meeting of the Finance Committee of the Eastern Canada & Caribbean District of Kiwanis International was held via web conference on November 24, 2009 at 5:30 pm EST.

Those present were: Bob Johnson - Chair, Gary Levine, Jim Steele, Paul Toussaint Clive Grossett

Absent: Jeff Valin

Guests:

The meeting was called to order by Chair Bob Johnson on Tuesday November 24, 2009; at 5:30 p.m.

Welcoming remarks were presented by: Chair Bob

11F001: The agenda was approved by motion of **Clive Grossett & Paul Toussaint** (Tab B)

5.0 There were no minutes to approve.

6.0 The draft financial statements for 2008-09 were reviewed by the committee. No concerns were identified.

DST Jim indicated that the total package would be going to the auditor by the end of November. The auditor has performed an initial review and will now proceed to conduct the audit after the DST makes a few minor adjustments.

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11F002: The financial statements for 2009-10 were received by a motion by Clive Grossett & Gary Levine

7.0 the statements were discussed and no concerns were raised.

8.0 An RFP will be issued by the Finance Chair for the auditors for 2009-10 year. Invitations will be sent to interested Chartered Accounting firms in Ontario who have an affiliation with Kiwanis. Lieutenant Governors for Ontario will be asked to advise their clubs of the opportunity.

11F003: Ontario Chartered Accountants, who have a Kiwanis affiliation The current auditor and Denise Austin (auditor for KFC) will be invited to respond to an RFP, to be issued by the Finance Chair, for Auditors for the 2009-10 fiscal year. motion **by Gary Levine & Clive Grossett**

9.0 Steele reported that the final budget to actual for the 2009 District Convention has been completed with a profit of \$5977.68.

11F004: The 50% profit should not be paid to the host club until the audit has been completed. motion by **Paul Toussaint & Clive Grossett**

10.0 The recommendation from the District Convention Committee will be discussed at the next meeting.

11F005: the meeting agenda having been completed the Board meeting is adjourned at 16:05

Recording Secretary DST Jim Steele

Gary Levine Governor

Jim Steele Secretary

Date: _____

Date: _____

**MINUTES OF THE MEETING OF THE EASTERN CANADA & CARRIBEAN DISTRICT OF
KIWANIS INTERNATIONAL FINANCE COMMITTEE**

Web Conference November 24, 2009

2009/10 Finance Committee

Tuesday November 24, 2009 5:30 pm

Online Teleconference

AGENDA

- | | | |
|--|---|-------------------|
| 1. Call to Order | - | Chair Bob Johnson |
| 2. Welcome and Introduction | - | Chair Bob Johnson |
| 3. Regrets | - | DST |
| 4. Approval of Agenda | - | Chair Bob Johnson |
| 5. Approval of the Minutes (none) | - | - |
| 6. 2008-09 Financial update | - | - |
| a. Statements* | | |
| b. 2008-09 Audit update | | |
| 7. 2009-10 Financial update | - | |
| a. Statements* | | |
| 8. Auditor RFP | | |
| 9. Payment to Trois Rivieres | | DST Jim Steele |
| 10. Convention Committee Saint John update | - | DST Jim Steele |
| 11. Other Business | | |
| 12. Adjourn | | |

* Attachment