


Minutes

EC&C Regular Board Meeting September 22 2022

 Thu September 22nd, 2022

 6:00pm - 7:00pm EDT

 Zoom

 **In Attendance**

1 **Call to Order**

1.1 **Quorum Present Yes No**

Meeting was called to order with a quorum present at 6 pm

2 **Welcome / Introductions/ Regrets**

2.1 **Welcome to new Board Members**

Harley Bloom
Leighton McKnight
Hugh Reid

Governor Jim welcomed new Board members who joined the meeting as observers.

3 **Declaration of Conflict of Interest**

Ask for any conflict of Interest

No Conflicts were declared

4 **Approval of Agenda**

Request for Agenda changes

4.1 **Motion to approve the Agenda as presented**

Decision: The Agenda was approved. John/Anthony

5 Approval of Previous Minutes

Minutes of Previous meetings approved

5.1 Motion to approve Minutes

Decision: The minutes of July 14, 2022 were approved. Peter/Jean Claude

6 Action Items

List of items to be discussed and action taken.

6.1 District Convention Committee

6.1.1 Convention Committee Update

Decision: The Board accepts the recommendation of the District Convention Committee and endorses the application of the Kiwanis Clubs in Jamaica to host the District Convention in Montego Bay in May of 2024 Peter/Anthony

6.1.2 **Motion: the District Convention Committee recommends the District Board approve refunds of the basic convention registration fee if the cancellation request was received by August 31, 2022 and was for health or visa reasons.**

Decision: The motion to refund base convention fees was approved. Terry/Sandra

6.2 Bylaws and Policy Committee

6.2.1 Policy committee update

The District Standing Committees and Key Positions as required by Kiwanis International were removed from the Bylaws at the EC&C convention on August 20,2022. We are suggesting they be placed within the Policies as section 7.01 and section 7.10. Further definitions of the positions may be filled in in the future if desired.

The 'KEY POSITIONS' are identified within the EC&C District website with their coordinator's contacts. This is good.

However, the District Key Positions are not all identified within our District policies as KI wishes.

Thus, the proposed addition of the KI Key Positions, to the District Policies under 7.10 with one new addition, 7.10.6.1, a subcommittee of the Partnership Committee. The Kiwanis - Staples Ontario Partnership subcommittee

Decision: The recommendation to add the Standing Committees and Key Positions to the District Policy Manual was approved.
Julaine/John

6.2.2 **New Policy?**

It is now coming to light that travel and hotel for those committee chairs is in question. The Bylaws and Policies do not indicate one way or another the funding for committee chairs to attend District conventions.

Thus, there are 2 things to do:

1. Pay the expenses that were budgeted and authorized by the board for this year if they are applied for with receipts, and

1. Make a clear policy as to whether the board will or will not, pay for expenses to a district convention for committee chairs required to attend for training or program delivery expertise, by the District or by KI.

Task: The Secretary was directed to bring the request of the policy committee on budgeted items and DCON attendance to the planning meeting in October.

6.3 **Finance Committee**

6.3.1 **Motion to receive the August 2022 financial statements**

Decision: The Financial Statements dated September 7, 2022 were received. Julaine/Jim Garry

6.4 **DST Report**

Task: the DST report was reviewed and the DST was asked to circulate the report to the Governor's and LG as identified

6.5 **Membership & Engagement**

6.5.1 **October Update**

Decision: The Membership and Engagement report was received. Note was made of the 13 new clubs and over 1000 new members. Jim G/Peter

6.6 **Service Leadership**

6.6.1 **SLP Update**

GD Anthony gave a verbal report on the upcoming meeting with the SLP District Administrator

6.7 **Long Range Planning Report**

Motion: that the findings of the Long-range Planning committee be discussed with the membership and engagement committee for implementation by the Club Coaches, and other leadership identified and a report be made at the November Board meeting

Decision: The Long Range Planning report was received and the Secretary was instructed to forward the suggestions to the Membership and Engagement committee for implementation John/Mark

6.8 **Leadership Coordinator**

Decision: The report from the Leadership Coordinator was received and the DST was instructed to forward the recommendations to the Bylaws and Policy Committee Anthony/Julaine

Task: The Board authorized the Governor to write to Kiwanis International about our concerns of documents not being printed and available

6.8.1 **Recommendations: 1. Based on the following factors: • the geographical challenges of the District • the fact that there are no costs • the ability of every Division of the District to participate • the surveys and positive feedback received from the participants in the pilot project ... it is recommended that the District policy be that CLE “Train the Trainer” Training in E.C.&C. is to be delivered utilizing virtual technology**

6.8.2 **2. Based on the negative learning outcomes experienced as a result of Club Leadership Training delivered virtually in 2020 and 2021 due**

to COVID, it is recommended that the training method of CLE Training in E.C.&C. be “in person” classroom sessions only, unless there are extenuating circumstances warranting the delivery of CLE training virtually in all or part of a Division. In such cases, the Lieutenant Governor-elect will make a request in writing to the Governor-elect, that CLE Training be delivered virtually, outlining the reasons for the request. The request must be approved in writing by the Governor-elect.

- 6.8.3 **3. Based on the need to ensure all eligible members are notified of the opportunity, it is recommended that a Volunteer Posting for a vacancy for the three-year position of Leadership Development Coordinator, be distributed accordingly and that the Governor-elect, Vice Governor and District Secretary Treasurer be the selection panel to meet virtually and individually with the applicants to determine the successful candidate. (The list of Duties and Responsibilities of the position plus the sample posting for the position are attached to this report.)**
- 6.8.4 **4. Based on the need to ensure all eligible members are notified of the opportunity, it is recommended that a Volunteer Opportunity Postings for vacancies for the three-year position of Certified Club Leadership Education Trainer be sent to the Lieutenant Governors for distribution within their Division and that the Governor-elect, Vice Governor and Leadership Development Coordinator review the applications to select the successful candidates. (A sample posting is attached to this report)**
- 6.8.5 **5. Due to the fluctuating number of Kiwanis Clubs in each Division it is recommended that the required number of Certified Club Leadership Education Trainers be reviewed annually by the Board of Trustees to determine necessary adjustments and subsequently be approved by the Board. (The 2021-2022 list is attached to this report.)**
- 6.8.6 **6. Historically, the position of Lieutenant Governor Training Coordinator has been an annual appointment made by the Governor-elect. There is no District Policy to guide this appointment. It is recommended that the Board of Trustees address this situation and refer its decision to the Bylaws and Policies Committee for inclusion in the District Policies. It is recommended that due to the workload of**

the Leadership Development Coordinator and the Lieutenant Governor Training Coordinator, that the positions not be combined

6.9 Change in Risk Management Fee Announcement

Task: The change in the Risk Management fee was noted and the DST was requested to inform the Club Presidents John/Mark

7 Consent Agenda

Agree that reports filed are accepted

Decision: The Consent Agenda items were received. Mark/Peter

7.1 Motion to receive all reposts listed in the consent agenda

7.1.1 Signature Project

no report required, see agenda item and attached presentation

7.1.2 Long-Range Planning

See agenda item

7.1.3 District Newsletter

no report required

7.1.4 District Partnerships

no report required

7.1.5 Public Relations

no report required

7.1.6 Translation

Pierre has agreed to continue for 2022-2023 year

7.1.7 Webmaster, Facebook

Updates to new Kiwanis year will occur by October 15, 2022

7.1.8 Youth Protection

7.1.9 International Convention

No report required

7.1.10 Achievement and Awards

No report required

7.1.11 **Audit**

Auditor will be sent financials in early November 2022

7.1.12 **Human and Spiritual**

no report required

7.1.13 **Kiwanis Children's Fund**

see report

7.1.14 **Leadership Coordinator**

See report attached

8 **Other Business**

Consideration of Items from Consent Agenda or other information items

8.1 **Remarks from Governor Jim Scott**

8.2 **Remarks from Governor Anthony Haile**

8.3 **Thankyou to Outgoing Board Members**

Julaine Lumsden

David McLennan

Peter Charbonneau

8.4 **Meeting passed to Governor Anthony**

8.4.1 **Motion to approve the 2022-2023 Budget**

The Budget was discussed and a presentation was heard from Membership Chair PG Phil Rossy. The budget will be discussed at the October 13, 2022 meeting.

Decision: The Membership and Engagement Committee was asked to revisit their budget request with the goal of lowering the budget and identifying actions that may be affected and report by October 1, 2022. John/Terry

9 **Notice and Announcements**

Request any announcements from Board members

10 **Date of next Meeting**

Announce date of next meeting

October 13, 2022 (if required)

IN PERSON Planning meeting October 27-30, 2022

11 **Adjourn**

12 **Signature C James Scott - Governor Jim Steele - Secretary**

13 **Date**