



## **Minutes for the Board of Directors Meeting** **August 16, 2017**

1. **Call to order by Carleton James, President.** The meeting was called to order at 11:35 a.m.
  
2. **Roll Call by Brad Gemeinhart, Secretary**  
**Members present:** Carleton James, President, Matt Bacon, President Elect, Brian Walker, First Vice President, Mark Smith, Treasurer, Brad Gemeinhart, Secretary, Larry Henry, Past President, Steve Collins, John Grace, Mike Lang, John Sanford  
  
**Excused Absences:** Jennifer Lightle, Second Vice President, Corey Bates, Harvey Fields, Lori Long  
  
**Others Present:** Carol Sanders
  
3. **Review and approval of July 19, 2016 Minutes.** Minutes were approved as presented with the correction of the spelling of "minutes" on page 1
  
4. **Committee Reports**
  - A. **Membership – Brian Walker, 1<sup>st</sup> Vice President**
    1. Membership Survey is nearly ready to go to the membership. Brian asked all Board members to review and get him any changes. It will go out both electronically and available at meetings.

## **B. Programs – Jennifer Lightle, 2<sup>nd</sup> Vice President**

1. August 21: NO MEETING due to 25<sup>th</sup> Annual Golf Classic
2. August 28: Mark Van Loh – Tulsa Airport Authority
3. No Meeting September 4 because of Labor Day
4. September 5 – TUESDAY – Kaylin Henderson – Alzheimer's Association
5. September 11 – Nancy Graham – Tulsa Area Ozone Alert!
6. September 18 – Kristen Dotson – Celebrity Attractions
7. September 25 – Jim Mazzei – Military Satellite command and control
8. September 28 - OPEN

## **C. Service – Matt Bacon, President-Elect**

1. Child Spree on August 12 went well
2. August 21: 25<sup>th</sup> Annual Golf Classic
3. Matt is looking for ideas for September

## **D. Finance – Mark Smith, Treasurer**

- a. Financials
- b. Ad Hoc Delinquent Dues Committee Report
- c. Carleton reported that he sent a letter to Don Mason and Joe James. John Grace made the motion to drop both Don and James from the roster. Mark Smith seconded the motion. The motion passed unanimously.
- d. Mark presented the Member Billing Guidelines as recommended by the ad hoc committee studying the procedure. Mark made the motion to accept the attached guidelines. Steve Collins seconded the motion. The motion passed unanimously.

## **6. Old Business**

- a. Terry Kolkmann made a proposal about quarterly evening meetings. He proposed raising dues \$6 per month which would give each member 2 free Summit Club meetings. The Board was in favor of continuing the quarterly evening meetings and President James appointed Steve Collins to chair an ad hoc committee to bring proposal(s) on accomplishing that. Also on the committee will be Matt Bacon, President Elect with additional members to join as willing, including present program personnel (Lightle, Sullivan and Kolkmann).

## **7. New Business** None

## **8. Adjourn.** The meeting was adjourned at 12:02 pm



**Minutes for the Foundation Board of Directors**  
**August 16, 2017**

1. **Call to order by President Carleton James** The meeting was called to order at 12:02 p.m.
2. **Review and approval of July 19, 2016 Minutes.** Minutes were approved as presented
3. **Officer Reports:**
  - a. Treasurer Report – Mark Smith
4. **Committee Reports**
  - a. Foundation Investments Report. All investments doing very well led by international investments.
  - b. Sponsored Youth
  - c. Centennial Committee
5. **Old Business**
  - a. Stipend for Key Club Sponsors for 2017-2018 Year. Mike Lang reported that the committee is still working and everything is still on track for implementation.
6. **New Business**
7. **Adjourn.** The meeting was adjourned at 12:22 p.m.

Kiwanis Club of Tulsa  
Membership Changes and Billing Guidelines  
Final 8/9/17

When notified by a Kiwanis club member in written or verbally of a change in membership status the club administrator should report this notification to the Board of Directors at the next scheduled Board meeting.

Membership Status Changes by Letter

1. A member stating their intent to change their club membership should be voted on by the Kiwanis Club Board. A letter of the vote will be sent to the requesting member within one week to notify them of a change in membership and any dues that are owed to the club at the time of the letter. An invoice and noted payment terms should be enclosed with the letter by the Club Secretary.
2. Upon receiving the above information, the Board will immediately appoint a club member to contact the Kiwanis member requesting membership status changes by phone or in person to inform this member of the Boards vote and collect dues owed.
3. A status report will be given to the Board at the next regularly scheduled Board meeting.
4. Additional billing should cease at the time of the member's change in membership status.

Membership Status Changes verbally to the Kiwanis Club Office.

1. A member stating their intent to change their club membership verbally to the Kiwanis Club office will be reported to the Board by the Vice President, Membership at the next scheduled Board meeting. A letter of intent should be requested at the time of the verbal request, but should not delay the information coming before the Board of Directors for action.
2. The verbal action will be voted on by the Kiwanis Club Board. A letter of the vote will be sent to the requesting member within one week to notify them of a change in membership and any dues that are owed to the club at the time of the letter. An invoice and noted payment terms should be enclosed with the letter by the Club Secretary.
3. Upon receiving the above information, the Board will immediately appoint a club member to contact the Kiwanian requesting membership status changes by phone or in person to inform of the Boards vote and collect dues owed, and requesting a formal letter.
4. A status report will be given to the Board at the next regularly scheduled Board meeting.
5. Upon receipt of a formal letter requesting a change in membership status or following a Board vote to change the member's status – whichever comes first – any further billing should cease.

**Billing Guidelines for Kiwanis Members who fail to pay membership fees  
Timeline and Action Items**

**Monthly Billing Mailed**

Two Months after First Monthly Billing

Kiwanis Account Status: No payment

Action: Member contacted by either sponsor or Vice President-membership to inquire about delinquent dues and encourage Member to pay outstanding dues.

Three Months after First Monthly Billing

Kiwanis Account Status: No payment

Action: After consultation with the 1<sup>st</sup> Vice President in Charge of Membership, phone call and certified letter/copy of updated billing statement sent by Treasurer.

Four Months after First Monthly Billing

Kiwanis Account Status: No payment

Action: Delinquency letter mailed, updated billing statement included, personal phone call/visit from active Kiwanis member, sponsor, or Vice President, Membership to collect payment.

Five Months after First Monthly Billing

Kiwanis Account Status: No payment

Action: Send letter of delinquency & request for resignation via certified mail and follow-up phone call or personal visit by Sponsor or Vice President, Membership.

\* All billing ceases as soon as membership status changes are Board-approved

Note: Any member that requests a Leave of Absence must be current on all outstanding bills before a Leave of Absence may be granted.

**Each month the Board of Directors will review all billing statements, an aging report will be prepared by the club administrator of all unpaid membership billings. This report will be presented each month during a regularly scheduled meeting of the Board of Directors.**