



Board of Directors Meeting Minutes – November 16, 2011

1. Call to order by President Bob Piland at 11:42am.
2. Roll Call by Roger Herring: Those present were: Bob Piland, Monty Berry, Terry Kolkmann, Deirdre Dexter, Ron Smith, Brad Gemeinhart, Bur Blue, Steve Collins, Jill Easley, Larry Henry, Richard Jaeger, Dave Kauffman, Bard Moss, Charles Van De Wiele. Carol Sanders was a guest. Requesting excused absence was Carole Morris. Collins motioned that the member not present be considered excused. Berry seconded the motion. Motion passed unanimously. Board members absent were Matt Bacon, and Matt Coughlin.
3. Review of Agenda.
4. Review and approval of October 19, 2011 Minutes. Jaeger motioned that the minutes be accepted. Dexter seconded the motion. Motion passed.
5. Committee Reports
 - a. **Membership - Terry Kolkmann**
 - i. Leave of Absence request from Dr. David Mitchell. Board accepted Mitchell's request for leave of absence with the following points:
 - a) request is for 1 year, and after 1 year will have to reapply to extend
 - b) Mitchell's account must be up to date, which it is.
 - c) Mitchell must pay National and District dues.A letter from Kolkmann will go out to Mitchell. A motion to this effect was made by Blue. Dexter seconded the motion. Motion passed.
 - ii. Resignation of Wish Lemons, effective Nov 16, 2011. Collins made a motion to accept Lemons resignation with regrets. Berry seconded the motion. In addition Lemons outstanding account will be cleared of debt.
 - iii. Honorary Membership for Lemons. Collins made a motion that a Honorary Membership be bestowed to Lemons. Dexter seconded the motion.
 - iv. Lemons International and District Dues. Three Board members agreed to split payment of Lemons' International and District Dues for the current year. Collins, Blue and Henry.
 - v. Kolkmann reviewed his survey results with the board and will continue survey with members. *See attached handout.* He also discussed allowing Corporate memberships per International's example. He will continue his One Minute informative pieces at club meetings.
 - b. **Programs – Deirdre Dexter**

Dexter reviewed programs which she has scheduled through the end of the calendar year. It had been determined the church would be open for our January 2nd 2012 meeting. It was agreed the January 2nd meeting would be a round-table.

c. Service - Monty Berry

Dave Kauffman has agreed to work with Berry in organizing “Done in A Day” projects for the remaining 9 months. Berry and Kauffman are investigating a project with Little Lighthouse for January.

d. Finance - Ron Smith

Ron presented the finance statements for the past month, along with Van DeWiele. Collins motioned that the Treasurer’s report be accepted as presented. Gemeinhart seconded the motion. The motion passed.

e. Club Development - Bob Piland

Nothing to report.

f. Priority One – Steve Collins

For our Children’s Christmas party in December, we have received \$ 1,500 from the Lloyd K. and Peggy L. Stephens Foundation.

- i. Henry motioned that we change this years’ budget fund from the Kiwanis Foundation for the Children’s Christmas party from the original \$3,000 to \$4,500. Motion was seconded by Dexter. The motion passed. The reason for increasing was based upon unused contributions specifically made for the Christmas party from last year. Also due to an expectation of an increase to 250 – 260 children to support.
- ii. It was recommended that the Board put into writing how to deal with unused funds specified for a specific purpose.

6. Old Business:

- a. Piland reported that the issue of background checks will be resurfacing. As such, he recommended a presentation on the subject be made to the club.
- b. Herring reported he checked with Kiwanis International regarding us beginning the year 1 member down. It was our impression we had reported this member resignation prior to the end of September. KI responded that the resignation had not been reported to them until October 10th. This date was early enough so that we were not billed 2011-2012 for the member but past the cut-off of the membership report. It was asked that Sanders follow up with Kiwanis International.
- c. We received a misprinted Legion of Honor for Dr. David Mitchell. KI apologized and confirmed they will correct and resend to Sanders at no cost.

7. New Business:

- a. A question on leave of absence was taken up. There is nothing in our by-laws regarding leave of absence. In the past a leave of absence only excused the member from paying the cost of meals. It was decided we would now excuse a member not only from paying the cost of meals, but also from paying local dues. A leave of absence would still require the payment of International and District dues.
- b. Blue reported the sad news that our former member, Don Crowl had recently passed. His services are scheduled for Friday, November 18, 2pm at Asbury United Methodist Church.
- c.

8. Adjournment at 12:49pm.

KIWANIS CLUB OF TULSA

Nov. 16, 2011

NOW IS THE TIME FOR GROWTH!

Focus on Center of Favorable Influence:

1. **Current Members**
 - A. **Active Members**
 - B. **Not-So-Active members**
2. **Former members**
3. **Key Club:**
 - A. **Former Key Club Members**
 1. **Graduated Scholarship Recipients**
 2. **Selected Other Former Key Club Members**
 - B. **Parents of Former Members**
4. **Miss Oklahoma Scholarship Pageant**
 - A. **Former Miss O's**
 - B. **Former Contestants**
 - C. **Parents of Both Categories Above**
 - D. **Others Suggested by The MOSP Board**

Can also utilize the efforts made last year to implement the areas above.

WRITING LETTERS TO FORMER SPEAKERS to join club.

Question - Revising handout + literature.

Discussion - Social media + video presentation.

Attempt to get real leaders from the community.

Youth but those with financial independence.

What is value of club to others, including networking.

Kiwanis Club of Tulsa Profit & Loss Budget vs. Actual October 2011

	Oct 11	Budget	\$ Over Budget	% of Budget
Income				
3009 · Income From Dues				
3011 · Dues - Active Members	10,894.00	9,864.00	1,030.00	110.4%
3009 · Income From Dues - Other	0.00	0.00	0.00	0.0%
Total 3009 · Income From Dues	10,894.00	9,864.00	1,030.00	110.4%
3080 · Income From Interest	0.55	1.00	-0.45	55.0%
3090 · Miscellaneous Income	164.00	12.00	152.00	1,366.7%
3350 · Club Fund Raising, Net				
3355 · Club Fund Raising, Half Pot	69.00	22.00	47.00	313.6%
Total 3350 · Club Fund Raising, Net	69.00	22.00	47.00	313.6%
3509 · Income From Meals				
3511 · Meals - Active Members	1,550.00	1,560.00	-10.00	99.4%
Total 3509 · Income From Meals	1,550.00	1,560.00	-10.00	99.4%
3600 · Social/Fellowship Income				
3640 · Fellowship - Special Events	875.00	900.00	-25.00	97.2%
Total 3600 · Social/Fellowship Income	875.00	900.00	-25.00	97.2%
Total Income	13,552.55	12,359.00	1,193.55	109.7%
Expense				
4010 · Kiwanis International Dues	0.00	5,456.00	-5,456.00	0.0%
4020 · TX/OK District Dues	0.00	2,288.00	-2,288.00	0.0%
4250 · Supplies				
4251 · Stationery/Supplies	0.00	42.00	-42.00	0.0%
Total 4250 · Supplies	0.00	42.00	-42.00	0.0%
4260 · Telephone	107.67	100.00	7.67	107.7%
4270 · Postage and Delivery	0.00	21.00	-21.00	0.0%
4290 · Repairs				
4292 · Computer Repairs	42.48	42.00	0.48	101.1%
4293 · Equipment Repairs	0.00	0.00	0.00	0.0%
6170 · Equipment Rental	103.57	104.00	-0.43	99.6%
Total 4290 · Repairs	146.05	146.00	0.05	100.0%
4310 · Programs and Meetings Expense	0.00	30.00	-30.00	0.0%
4330 · Gifts - Expense	12.48	200.00	-187.52	6.2%
4340 · Rent Expense	850.00	425.00	425.00	200.0%
4390 · Miscellaneous Expense	0.00	8.00	-8.00	0.0%
4410 · New Member Expense	0.00	0.00	0.00	0.0%
4509 · Meals Expense				
4511 · Food Chg - Reg Meetings	1,140.00	2,460.00	-1,320.00	46.3%
4518 · Food Chg - Other	0.00	343.00	-343.00	0.0%
Total 4509 · Meals Expense	1,140.00	2,803.00	-1,663.00	40.7%
4720 · Spiritual Aims	0.00	5.00	-5.00	0.0%
4780 · - Membership Retention	0.00	17.00	-17.00	0.0%
Total Expense	2,256.20	11,541.00	-9,284.80	19.5%
Net Income	11,296.35	818.00	10,478.35	1,381.0%

1:23 PM
 11/15/11
 Accrual Basis

Kiwanis Club of Tulsa Profit & Loss Budget vs. Actual October 2011

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Kiwanis[®]
Tulsa, OK

Foundation Board of Directors Meeting Minutes **November 16, 2011**

1. Call to order by President, Bob Piland at 12:50pm.
2. Review and approval of October 19, 2011 Minutes. Collins motioned that the minutes be accepted. Dexter seconded the motion. Motion passed.
3. Officer Reports:
 - Treasurer Report: Smith presented the finance statements for the past month, along with Van DeWiele. It was shown where corrections to the category of specific expenses, requested from our last Board meeting, had been made. Dexter motioned that the Treasurer's report be accepted as presented. Collins seconded the motion. The motion passed.
4. Committee Reports
 - a. Golf Committee: Van DeWiele is still hopeful for two Wal-Mart grants to complete the funds raised by the Golf Tournament.
 - b. Sponsored Youth:
 - Jaeger briefly explained funding needed for Sponsored Youth in the next months. Six hundred dollars to Kiwanis International for the charter of the Bishop Kelley Key Club. Two hundred dollars for a print ad in the Key Club Convention Program book for four Lt. Governors. Gemeinhart agreed to design and layout the ad.
 - Piland made a presentation for a new fund raiser, Kiwanis Club of Tulsa Pancake Fundraiser, specifically for adding to our Key Club scholarships. Details are in the attached handout. Piland said we would include information in the Kiwanicast.
 - c. Foundation Investments (review of statements)
Tabled.
5. Old Business

The business below was tabled again until the December 21st Board Meeting.

- a. *Consideration of Foundation Budget, tabled on October 19, 2011*
- b. *Consideration of Thunderbird Academy scholarship, tabled on October 19, 2011*
- c. *Consideration of Backpack Club sponsorship perhaps replacing Child Spree and/or Christmas Party (tabled last meeting)*

6. New Business

None discussed.

7. Adjourned at 1:07p.m.

2:20 PM

11/15/11

Accrual Basis

Kiwanis Club of Tulsa Foundation, Inc.

Profit & Loss Budget vs. Actual

October 2011

	<u>Oct 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 · Dividend income	488.62			
4020 · Dividend income - reinvested	-2.52			
4110 · Interest income	2.38			
4320 · Contributions - Memorials	0.00	42.00	-42.00	0.0%
4330 · Contributions - Other	500.00	42.00	458.00	1,190.5%
Total Income	<u>988.48</u>	<u>84.00</u>	<u>904.48</u>	<u>1,176.8%</u>
Expense				
5410 · Sponsored Youth programs	337.50			
Total Expense	<u>337.50</u>			
Net Ordinary Income	<u>650.98</u>	<u>84.00</u>	<u>566.98</u>	<u>775.0%</u>
Net Income	<u><u>650.98</u></u>	<u><u>84.00</u></u>	<u><u>566.98</u></u>	<u><u>775.0%</u></u>

Kiwanis Club of Tulsa Foundation, Inc.
Balance Sheet Prev Year Comparison
As of November 30, 2011

	Nov 30, 11	Nov 30, 10	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Cash in checking - BOK Oper.	2,301.43	19,306.42	-17,004.99	-88.1%
1010 · Cash in bank - Schwab One	58,273.31	47,304.18	10,969.13	23.2%
1020 · American Bank Golf, LLC	3,000.00	3,000.00	0.00	0.0%
Total Checking/Savings	63,574.74	69,610.60	-6,035.86	-8.7%
Other Current Assets				
1220 · Investments - Windsor II (2)	71,480.74	66,979.88	4,500.86	6.7%
1230 · Inv-Vanguard ST, LT, GNMA (3)	282,958.73	225,953.95	57,004.78	25.2%
1240 · Inv-Vanguard S&P 500 Index (4)	99,923.47	138,346.69	-38,423.22	-27.8%
1250 · Harbor International Fund	84,291.66	84,620.52	-328.86	-0.4%
1260 · Vanguard Small Cap Index Fund	70,330.05	67,549.77	2,780.28	4.1%
1270 · T Rowe Price	86,532.07	81,727.37	4,804.70	5.9%
1280 · UMB Scout International	31,527.07	32,146.62	-619.55	-1.9%
Total Other Current Assets	727,043.79	697,324.80	29,718.99	4.3%
Total Current Assets	790,618.53	766,935.40	23,683.13	3.1%
TOTAL ASSETS	<u>790,618.53</u>	<u>766,935.40</u>	<u>23,683.13</u>	<u>3.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 · Scholarships payable	-3,242.55	16,250.00	-19,492.55	-120.0%
2250 · Contr Payable to Miss Oklahoma	3,505.18	3,505.18	0.00	0.0%
2300 · Pass through funds	-3,630.18	-3,630.18	0.00	0.0%
Total Other Current Liabilities	-3,367.55	16,125.00	-19,492.55	-120.9%
Total Current Liabilities	-3,367.55	16,125.00	-19,492.55	-120.9%
Total Liabilities	-3,367.55	16,125.00	-19,492.55	-120.9%
Equity				
3100 · Unrestricted fund balance	466,136.84	466,136.84	0.00	0.0%
3200 · Restricted fund balance	246,527.41	246,527.41	0.00	0.0%
3900 · Retained Earnings	1,237.89	-12,387.70	13,625.59	110.0%
3999 · Current investment value change	79,432.96	48,421.76	31,011.20	64.0%
Net Income	650.98	2,112.09	-1,461.11	-69.2%
Total Equity	793,986.08	750,810.40	43,175.68	5.8%
TOTAL LIABILITIES & EQUITY	<u>790,618.53</u>	<u>766,935.40</u>	<u>23,683.13</u>	<u>3.1%</u>

Kiwanis Club of Tulsa Foundation, Inc.
Profit & Loss Budget Overview
October 2011 through September 2012

	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12	Apr 12	May 12	Jun 12	Jul 12	Aug 12	Sep 12	Oct '11 - Sep 12	TOTAL
Ordinary Income/Expense														
Income														
4000 - Funds from corpus		12,186.00		12,180.00					1,800.00			12,190.00	38,366.00	
4200 - Vending machine income				1,000.00									2,000.00	
4320 - Contributions - Memorials	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	41.00	41.00	1,000.00	41.00	500.00	
4330 - Contributions - Other	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	40.00	40.00	500.00	
4340 - Contributions - Toy Drive			3,000.00										3,000.00	
4341 - Contributions - Child Sprae				7,000.00							3,000.00		3,000.00	
4370 - Contr. - Golf Tournament													7,000.00	
Total Income	84.00	12,270.00	3,084.00	20,274.00	84.00	84.00	84.00	84.00	1,883.00	63.00	4,081.00	12,271.00	54,366.00	
Expense														
5320 - Children Priority One			6,000.00								6,000.00		12,000.00	
5349 - Hixon Awards				500.00								1,000.00	1,000.00	
5350 - Kiwanis Int'l Foundation				350.00									500.00	
5360 - T/O District Foundation													350.00	
5370 - Agriculture projects													1,000.00	
5380 - Youth Service								500.00					500.00	
5390 - Kiwanis Club scholarships				10,000.00									10,000.00	
5400 - Less scholarships lapsed			1,750.00				1,750.00						20,000.00	
5410 - Sponsored Youth programs													3,000.00	
5450 - Miss OK Scholarship Pageant													7,000.00	
Total Expense	84.00	12,270.00	7,750.00	7,850.00	84.00	84.00	1,750.00	500.00	15,000.00	1,750.00	6,500.00	13,250.00	54,350.00	
Net Ordinary Income	84.00	12,270.00	-4,666.00	12,424.00	84.00	84.00	-1,966.00	-416.00	-13,117.00	-1,967.00	-2,418.00	-979.00	18.00	
Net Income	84.00	12,270.00	-4,666.00	12,424.00	84.00	84.00	-1,966.00	-416.00	-13,117.00	-1,967.00	-2,418.00	-979.00	18.00	

TOWNHALL

HO #2

Kiwanis Pancake Breakfast Fund Raiser for Key Club Scholarships

- 1.0 This will be a joint fundraiser including the Club Membership and all of the Key Club Members we sponsor.
- 2.0 All proceeds from the fund raiser will be used for additional Key Club Scholarship awards.
- 3.0 Tickets for breakfast are \$5.00 each
 - 3.1 Each Member is given 10 tickets and will be billed \$50.00. They can then sell them, use them or just consider it a donation.
 - 3.2 Each Key Club member will be asked to sell \$25.00 worth of tickets (five tickets). They will each be issued five tickets and after the deadline, will be required to turn in the money or the unsold tickets.
 - a. The president (or sponsor) of each Key Club will be responsible for keeping track of ticket sales for their respective clubs.
 - b. We can have a contest for the most tickets sold by a club that would qualify the club or individual for a special scholarship amount.
- 4.0 The Kiwanis Club in conjunction with the Kiwanitas will:
 - 4.1 Determine the location for the breakfast. (Fairgrounds, Fred Perry?)
 - 4.2 Organize and advertise the pancake breakfast.
 - 4.3 Obtain all of the pancake batter, sausage, syrup and butter.
 - 4.4 Obtain electric skillets to cook the pancakes and sausage (if the facility does not have a griddle)
 - 4.5 Obtain all of the paper plates, cups, plastic utensils and paper goods.
 - 4.6 Arrange for coffee, orange juice and water.
 - 4.7 Arrange for tables and chairs.
 - 4.8 Decorate the seating area.
 - 4.9 Collect money at the door.
- 5.0 The Key Clubs will:
 - 5.1 Cook the pancakes and sausage under Kiwanian supervision.
 - 5.2 Keep the syrup filled and clear tables.

6.0 Potential Funds

The table below projects the potential funds that can be raised if one-half of the Key Club Members sells \$25.00 worth of tickets.

Kiwanis-Key Club Pancake Breakfast				
Description	Total Members	Members Selling Tickets	\$/Mem	Total
Kiwanis Members	87	87	\$50.00	\$4,350.00
Key Clubs				
B.T. Washington	175	87	\$25.00	\$2,175.00
Cascia Hall	200	100	\$25.00	\$2,500.00
Mingo Valley Christian	40	20	\$25.00	\$500.00
Edison Preparatory	15	7	\$25.00	\$175.00
Christian Education Alliance	40	20	\$25.00	\$500.00
Nathan Hale	15	7	\$25.00	\$175.00
Street School	15	7	\$25.00	\$175.00
Bishop Kelley	20	10	\$25.00	\$250.00
Tulsa School of Arts and Science	17	8	\$25.00	\$200.00
	624	353		
Potential Funds Raised				\$11,000.00

Description	Members Selling	Tickets per Member	Total Tickets
Kiwanis Members	87	10	870
Key Clubs			
B.T. Washington	87	5	435
Cascia Hall	100	5	500
Mingo Valley Christian	20	5	100
Edison Preparatory	7	5	35
Christian Education Alliance	20	5	100
Nathan Hale	7	5	35
Street School	7	5	35
Bishop Kelley	10	5	50
Tulsa School of Arts and Science	8	5	40
	353		
Potential Number Served			2,200