



# Kiwanis®

## Tulsa, OK

### **Board of Directors Meeting Minutes – December 21, 2011**

*Attachments – Leave of Absence Requests, Correspondence*

1. Call to order by President Bob Piland at 11:45a.m.
2. Roll Call by Roger Herring:
  - Bob Piland, President
  - Terry Kolkmann, First Vice President
  - Ron Smith, Treasurer
  - Bur Blue
  - Jill Easley
  - Larry Henry
  - Richard Jaeger
  - Carole Morris
  - Bard Moss
  - Charles Van De Wiele

Excused Absences: Blue motioned that members not present be considered excused. Jaeger seconded the motion. Motion passed unanimously.

Monty Berry, President Elect  
Deirdre Dexter, Second Vice President  
Brad Gemeinhart, Immediate Past President  
Matt Bacon  
Steve Collins  
Matt Coughlin  
Dave Kauffman

3. Review of Agenda
4. Review and approval of November 16, 2011 Minutes.
  - Secretaries Correspondence – Rasmussen Letter
  - Corrected minutes: Added November 16, 2011 as effective date for Lemons resignation.
  - Corrected typos to names: Lemons, and Kolkmann
  - Jaeger motioned that the minutes be accepted. Blue seconded the motion. Motion passed.
5. Committee Reports
  - a. **Membership -**
    - i. Resignation of Bill Jernigan
    - ii. Resignation of Dan Sullivan
    - iii. Resignation of Ann Domin
    - iv. Resignation of Daniel Woods.

Accepted with regrets. A motion to this effect was made by Blue. Smith seconded the motion. Motion passed.

There was further discussion concerning specific members, Kendall Minnix, Mike Chapman and Jim Thomas. The following was recommended:

- Contact them on intentions
- Create an aging report on members
- Bob will speak to Kendall in person prior to any correspondence being sent.

**b. Finance - Ron Smith**

Van DeWiele explained overages/underages. Morris motioned that the Treasurer's report be accepted as presented. Kolkmann seconded the motion. The motion passed.

- It was requested that we have Matt Bacon bring investment reports.

**c. Club Development - Bob Piland**

Pancake Fundraiser was updated. Have spoken to some Key Clubs and looks to speak to Key Club Lt. Governors. All have been enthusiastic. Will target 3rd week of March. Need to address food handling issues, assessing members for 10 tickets, location and cooking equipment.

**6. Old Business:**

- a. It was recommended at the November 16, 2012 meeting that the Board put into writing how to deal with unused funds donated for a specific purpose.
  - It was decided that Chairman of Committee will submit in writing a request for additional funds (matching the unspent funds) for their specific project and submit to the Board. This request will be presented to the incoming President as soon as possible for budgeting.

**7. New Business:**

Cox Foundation Grant – This grant will allow us to do more for each child as opposed to adding more children due to staffing limitations.

Kids Spree – It was recommended that we communicate with Wal-Mart before time to confirm they will have sufficient uniforms available for the occasion.

It was requested that we obtain a copy of the submission to the Cox Foundation from last year.

**8. Adjourned at 12:28pm**

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

	Nov 11	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
3009 · Income From Dues				
3011 · Dues - Active Members	3,240.00 (1)	2,125.00	1,115.00	152.5%
3009 · Income From Dues - Other	0.00	0.00	0.00	0.0%
<b>Total 3009 · Income From Dues</b>	<b>3,240.00</b>	<b>2,125.00</b>	<b>1,115.00</b>	<b>152.5%</b>
3080 · Income From Interest	0.51	1.00	-0.49	51.0%
3090 · Miscellaneous Income	24.00	13.00	11.00	184.6%
3350 · Club Fund Raising, Net				
3355 · Club Fund Raising, Half Pot	46.00	21.00	25.00	219.0%
<b>Total 3350 · Club Fund Raising, Net</b>	<b>46.00</b>	<b>21.00</b>	<b>25.00</b>	<b>219.0%</b>
3509 · Income From Meals				
3511 · Meals - Active Members	1,280.00 (2)	1,560.00	-280.00	82.1%
<b>Total 3509 · Income From Meals</b>	<b>1,280.00</b>	<b>1,560.00</b>	<b>-280.00</b>	<b>82.1%</b>
<b>Total Income</b>	<b>4,590.51</b>	<b>3,720.00</b>	<b>870.51</b>	<b>123.4%</b>
<b>Expense</b>				
4250 · Supplies				
4251 · Stationery/Supplies	0.00	41.00	-41.00	0.0%
<b>Total 4250 · Supplies</b>	<b>0.00</b>	<b>41.00</b>	<b>-41.00</b>	<b>0.0%</b>
4260 · Telephone	107.32	100.00	7.32	107.3%
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%
<b>Total 4290 · Repairs</b>	<b>146.05</b>	<b>146.00</b>	<b>0.05</b>	<b>100.0%</b>
4310 · Programs and Meetings Expense	0.00	29.00	-29.00	0.0%
4340 · Rent Expense	(5) 0.00	425.00	-425.00	0.0%
4390 · Miscellaneous Expense	121.66	8.00	113.66	1,520.8%
4410 · New Member Expense	0.00	0.00	0.00	0.0%
4509 · Meals Expense				
4511 · Food Chg - Reg Meetings	1,938.00 (3)	1,560.00	378.00	124.2%
4518 · Food Chg - Other	0.00	343.00	-343.00	0.0%
4519 · Food/Drink Chgs-Summit Club	1,090.75 (4)			
<b>Total 4509 · Meals Expense</b>	<b>3,028.75</b>	<b>1,903.00</b>	<b>1,125.75</b>	<b>159.2%</b>
4670 · Insurance				
6180 · Insurance	625.00	625.00	0.00	100.0%
<b>Total 4670 · Insurance</b>	<b>625.00</b>	<b>625.00</b>	<b>0.00</b>	<b>100.0%</b>
4720 · Spiritual Aims	0.00	6.00	-6.00	0.0%
4730 · Membership Development	0.00	375.00	-375.00	0.0%
4780 · - Membership Retention	0.00	17.00	-17.00	0.0%
<b>Total Expense</b>	<b>4,028.78</b>	<b>3,696.00</b>	<b>332.78</b>	<b>109.0%</b>
<b>Net Income</b>	<b>561.73</b>	<b>24.00</b>	<b>537.73</b>	<b>2,340.5%</b>

- (1) Actual - 81 paying members @ \$40 (81 x 40 = 3,240)  
 The budget was set up assumed @ an average of 75 members per month @ 2125 per month.
- (2) Actual: 128 meals by 46 members (Attendance average of 32 members) budgeted at 36 members.
- (3) The meals paid for in this amount are for the dates of 10-24; 10-31; 11-7; 11-14; and 11-21
- (4) Payment for October Summit Meeting - Greg Entwistle
- (5) November rent was paid on October 31.

10:21 AM  
 12/21/11  
 Accrual Basis

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

	Oct - Nov 11	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
3009 · Income From Dues				
3011 · Dues - Active Members	14,134.00	11,989.00	2,145.00	117.9%
3009 · Income From Dues - Other	0.00	0.00	0.00	0.0%
<b>Total 3009 · Income From Dues</b>	<b>14,134.00</b>	<b>11,989.00</b>	<b>2,145.00</b>	<b>117.9%</b>
3080 · Income From Interest	1.06	2.00	-0.94	53.0%
3090 · Miscellaneous Income	188.00	25.00	163.00	752.0%
3350 · Club Fund Raising, Net				
3355 · Club Fund Raising, Half Pot	115.00	43.00	72.00	267.4%
<b>Total 3350 · Club Fund Raising, Net</b>	<b>115.00</b>	<b>43.00</b>	<b>72.00</b>	<b>267.4%</b>
3509 · Income From Meals				
3511 · Meals - Active Members	2,830.00	3,120.00	-290.00	90.7%
<b>Total 3509 · Income From Meals</b>	<b>2,830.00</b>	<b>3,120.00</b>	<b>-290.00</b>	<b>90.7%</b>
3600 · Social/Fellowship Income				
3640 · Fellowship - Special Events	875.00	900.00	-25.00	97.2%
<b>Total 3600 · Social/Fellowship Income</b>	<b>875.00</b>	<b>900.00</b>	<b>-25.00</b>	<b>97.2%</b>
<b>Total Income</b>	<b>18,143.06</b>	<b>16,079.00</b>	<b>2,064.06</b>	<b>112.8%</b>
<b>Expense</b>				
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	83.00	-83.00	0.0%
<b>Total 4250 · Supplies</b>	<b>0.00</b>	<b>83.00</b>	<b>-83.00</b>	<b>0.0%</b>
4260 · Telephone	214.99	200.00	14.99	107.5%
4270 · Postage and Delivery	0.00	42.00	-42.00	0.0%
4290 · Repairs				
4292 · Computer Repairs	84.96	84.00	0.96	101.1%
4293 · Equipment Repairs	0.00	0.00	0.00	0.0%
6170 · Equipment Rental	207.14	208.00	-0.86	99.6%
<b>Total 4290 · Repairs</b>	<b>292.10</b>	<b>292.00</b>	<b>0.10</b>	<b>100.0%</b>
4310 · Programs and Meetings Expense	0.00	59.00	-59.00	0.0%
4330 · Gifts - Expense	12.48	200.00	-187.52	6.2%
4340 · Rent Expense	850.00	850.00	0.00	100.0%
4390 · Miscellaneous Expense	121.66	16.00	105.66	760.4%
4410 · New Member Expense	0.00	0.00	0.00	0.0%
4509 · Meals Expense				
4511 · Food Chg - Reg Meetings	3,078.00	4,020.00	-942.00	76.6%
4518 · Food Chg - Other	0.00	686.00	-686.00	0.0%
4519 · Food/Drink Chgs-Summit Club	1,090.75			
<b>Total 4509 · Meals Expense</b>	<b>4,168.75</b>	<b>4,706.00</b>	<b>-537.25</b>	<b>88.6%</b>
4670 · Insurance				
6180 · Insurance	625.00	625.00	0.00	100.0%
<b>Total 4670 · Insurance</b>	<b>625.00</b>	<b>625.00</b>	<b>0.00</b>	<b>100.0%</b>
4720 · Spiritual Aims	0.00	11.00	-11.00	0.0%
4730 · Membership Development	0.00	375.00	-375.00	0.0%
4780 · - Membership Retention	0.00	34.00	-34.00	0.0%
<b>Total Expense</b>	<b>6,284.98</b>	<b>15,237.00</b>	<b>-8,952.02</b>	<b>41.2%</b>
<b>Net Income</b>	<b>11,858.08</b>	<b>842.00</b>	<b>11,016.08</b>	<b>1,408.3%</b>

**Kiwanis Club of Tulsa**  
**Balance Sheet**  
**As of November 30, 2011**

	<u>Nov 30, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of Oklahoma (Bank Service	0.01
1010 · Bank of Oklahoma	28,263.95
<b>Total Checking/Savings</b>	<u>28,263.96</u>
<b>Accounts Receivable</b>	
1110 · Accounts Receivable	19,164.55
<b>Total Accounts Receivable</b>	<u>19,164.55</u>
<b>Total Current Assets</b>	47,428.51
<b>Fixed Assets</b>	
1400 · Fixed Assets	
1410 · Furniture and Fixtures	7,234.75
1420 · Accumulated Depreciation	-6,724.65
<b>Total 1400 · Fixed Assets</b>	<u>510.10</u>
<b>Total Fixed Assets</b>	<u>510.10</u>
<b>TOTAL ASSETS</b>	<u><u>47,938.61</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
2015 · Joker Pot	120.00
2020 · Golf Payable to Foundation	100.00
2050 · Social Security Tax	-9.36
2060 · Federal W Tax Payable	-158.64
2070 · State W Tax Payable	63.24
<b>Total Other Current Liabilities</b>	<u>115.24</u>
<b>Total Current Liabilities</b>	<u>115.24</u>
<b>Total Liabilities</b>	115.24
<b>Equity</b>	
1000 · Opening Bal Equity	-0.38
3900 · Retained Earnings	35,965.67
Net Income	11,858.08
<b>Total Equity</b>	<u>47,823.37</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>47,938.61</u></u>

November 16, 2011

Kiwanis Club  
125 W. 15<sup>th</sup> St. Ste 102  
Tulsa, OK 74119

To whom it may concern:

It has now become apparent for me to resign my membership from the Kiwanis of Tulsa. Please take this letter as my official notification.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Jernigan", with a long horizontal flourish extending to the right.

Dr. William Jernigan

From: "Dan Sullivan" <DSullivan@piercecouch.com>  
To: "Kiwanis Club of Tulsa" <kiwanisoftulsa@aol.com>  
Subject: Resignation  
Date: Wed, 30 Nov 2011

Since my employment has changed and I will be moving from Tulsa, please accept this as my resignation from the Kiwanis Club of Tulsa effective November 30, 2011. I have enjoyed my time in Kiwanis and wish you well.

Dan

Daniel S. Sullivan  
Pierce Couch Hendrickson Baysinger & Green, LLP  
1100 Petroleum Club Building  
601 S. Boulder Avenue  
Tulsa, OK 74119  
918-583-8100  
918-583-8107-fax  
dsullivan@piercecouch.com

Ann Domin  
2928 S. Delaware Ave.  
Tulsa, OK 74114

December 12, 2011

Mr. Bob Piland, President  
Kiwanis Club of Tulsa  
125 West 15<sup>th</sup> Street, Suite 102  
Tulsa, OK 74119

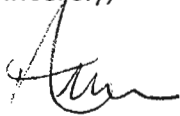
Dear Bob:

Please accept this letter as my resignation from the Kiwanis Club of Tulsa. While I have enjoyed my membership in the club, my husband's recent acceptance of a job out of town has made it impossible for me to attend meetings regularly.

I will miss the wonderful speakers at noon meetings, the opportunities to volunteer in the community, and the fellowship with other members.

I wish the Kiwanis Club great success with its projects and its service to the community.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann", written in a cursive style.

Ann Domin





## SOUTHPORT EXPLORATION, INC.

Specialists in Project Management & Advanced Exploration Technologies.

*Daniel A. Woods*  
President

December 13, 2011

Kiwanis Club of Tulsa  
125 West 15<sup>th</sup> Street, Suite 102  
Tulsa, OK 74119

Re: Daniel A. Woods – Member

Dear Kiwanis Club Staff:

In December, 2010, I cancelled my Kiwanis membership, and then decided to continue to support the Club through paying only the dues portion.

It is again with regret that I am requesting that you cancel my membership to the Club, effective immediately. I want to extend my thanks to all of you, and I wish the Club and all of you the very best in our new year.

Sincerely,

Daniel A. Woods



# Kiwaniis®

## Tulsa, OK

### Foundation Board of Directors Meeting Minutes December 21, 2011

*Attachments – Cox Grant*

1. Call to order by President, Bob Piland at 12:29pm
2. Review and approval of November 16, 2011 Minutes. Morris motioned that the minutes be accepted. Henry seconded the motion. Motion passed.
3. Officer Reports:
  - Treasurer Report. Morris motioned that the Treasurer's report be accepted. Henry seconded the motion. Motion passed.
4. Committee Reports
  - a. Golf Committee – Looking for tournament organizers to help us increase the funds raised.
  - b. Sponsored Youth – Jaeger reported on condition of Key Clubs. Added that David Andrews might consider sponsoring Key Club at Owasso.
5. Old Business
  - a. Consideration of Foundation Budget, tabled on October 19, 2011, and November 16, 2011. – Completed.
  - b. Consideration of Thunderbird Academy scholarship, tabled on October 19, 2011, and November 16, 2011. – Spoke and visited with Deputy Director. It was moved to change the scholarship to two (2), \$ 1,000 scholarships, 1 per 5 ½ month session. It was broken out: \$500 from budget, \$500 additional, and \$1,000 contributed by member pat Franken. A scholarship winner would be allowed to apply for additional scholarship after the 1<sup>st</sup> year if they had maintained a good status with the school attending. Blue motioned that the increased scholarship proposal be accepted. Henry seconded the motion. Motion passed.
  - c. Consideration of Backpack Club sponsorship perhaps replacing Child Spree and/or Christmas Party tabled on October 19, 2011, November 16, 2011 and **December 21, 2011.**
6. New Business

- a. Cox Connects Foundation Community Investment Grant
  - Guided site tour of program facility
  - End of year report documenting program expenses and activities
- b. Jill Easley updated us on Miss Oklahoma. Betty Thompson would be leaving for Las Vegas at 10:30am January 4<sup>th</sup>. All are invited to support her at this time, and attend her December 29 send-off party in Oklahoma City.

7. Adjournment at 1:08 pm.

## Kiwanis Club of Tulsa Foundation, Inc. Profit & Loss Budget vs. Actual November 2011

	Nov 11	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
4000 · Funds from corpus ①	0.00	12,186.00	-12,186.00	0.0%
4010 · Dividend income	452.73			
4020 · Dividend income - reinvested	-2.55			
4110 · Interest income	2.38			
4320 · Contributions - Memorials	25.00	42.00	-17.00	59.5%
4330 · Contributions - Other	1,043.00 ②	42.00	1,001.00	2,483.3%
4340 · Contributions - Toy Drive	2,140.00 ③			
<b>Total Income</b>	3,660.56	12,270.00	-8,609.44	29.8%
Expense				
5410 · Sponsored Youth programs	600.00			
<b>Total Expense</b>	600.00			
<b>Net Ordinary Income</b>	3,060.56	12,270.00	-9,209.44	24.9%
<b>Net Income</b>	3,060.56	12,270.00	-9,209.44	24.9%

① Three year average of investments  $731,329 \times 5\% = 36,566$  (Allocated 12,186 in each of Nov, Jun & Sept)  
 Additional Miss Oklahoma budgeted amount  $1,800$  (June)  
 Total for year  $\underline{\underline{\$ 38,366}}$

First draw of \$20,000 not made until December.

② \$1,000 Pat Franken - \$48 good news.

③ \$1,500 Stebens Foundation - Remaining amount from 6 members - Additional member contributions made in December - \$3,000 budgeted in December.

2:02 PM

12/19/11

Accrual Basis

**Kiwanis Club of Tulsa Foundation, Inc.**  
**Profit & Loss Budget vs. Actual**  
**October through November 2011**

	<u>Oct - Nov 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · Funds from corpus	0.00	12,186.00	-12,186.00	0.0%
4010 · Dividend income	941.35			
4020 · Dividend income - reinvested	-5.07			
4110 · Interest income	4.76			
4320 · Contributions - Memorials	25.00	84.00	-59.00	29.8%
4330 · Contributions - Other	1,543.00	84.00	1,459.00	1,836.9%
4340 · Contributions - Toy Drive	2,140.00			
Total Income	<u>4,649.04</u>	<u>12,354.00</u>	<u>-7,704.96</u>	<u>37.6%</u>
Expense				
5410 · Sponsored Youth programs	<u>937.50</u>			
Total Expense	<u>937.50</u>			
Net Ordinary Income	<u>3,711.54</u>	<u>12,354.00</u>	<u>-8,642.46</u>	<u>30.0%</u>
Net Income	<u>3,711.54</u>	<u>12,354.00</u>	<u>-8,642.46</u>	<u>30.0%</u>

## KIWANIS CLUB GOLF CLASSIC

### Statement of Receipts and Disbursements

#### 2011 and 2010 Tournaments

	<u>2011</u>	<u>2010</u>
<b>RECEIPTS:</b>		
Entry fees	\$ 7,050	\$ 4,650
Major sponsors	8,000	6,000
Hole sponsors	2,250	3,500
Mulligans	300	305
Auction revenues	1,465	817
Contributions	810	1,200
iPad revenues	<u>1,600</u>	<u>-</u>
	<u>21,475</u>	<u>16,472</u>
<b>DISBURSEMENTS:</b>		
Green fees, carts	2,353	1,807
Prizes	806	700
Food	840	312
Hole-In-One Insurance	-	331
Printing and postage	796	780
Photographer	600	600
iPad	542	-
Miscellaneous	<u>-</u>	<u>357</u>
	<u>5,937</u>	<u>4,887</u>
Net receipts over disbursements	<u>\$15,538</u>	<u>\$11,585</u>

Note: The above 2011 amounts include accounts receivable of \$2,100 in amounts charged to members' Kiwanis accounts.