



## **Minutes of the Joint Board of Directors Meeting** **December 16, 2015**

1. Call to order by President Larry Henry                      11:40
  
2. Roll Call by Larry Henry, President:  
    Larry Henry, President  
    Carleton James, President Elect  
    Brian Walker, Second Vice President  
    Mark Smith, Treasurer  
    Steve Collins, Director  
    Brad Gemeinhart, Director  
    John Grace, Director  
    Mike Lang, Director  
    Lori Long, Director  
    Bob Piland, Director  
  
→ Excused Absences: Roger Herring, Bob Piland, John Grace  
Absent:
  
3. Review and approval of November 18, 2015 Minutes of the Joint Meeting. Motion by Steve, Seconded by Brad
  
4. Committee Reports  
    **A. Membership – Matt Bacon**
  1. The club has received the resignation of member Michael Bagby. The motion was made by Steve and seconded by Lori to accept the resignation with regret. The Board next discussed the situation of Sally Howe Smith and agreed to place Sally on a leave of absence and terminate all billing to her, but the club will not inform her of that action due to her medical condition.
  
  2. Matt reported his efforts to contact Mitch Henderson in regard to possible membership. It was suggested that

follow ups with Mitch and other recent guests take place in January.

**B. Programs** – Brian Walker,

1. Program for December 21, 2015 still searching for a program.
2. Program for December 28, 2015, no meeting, kitchen closed.
3. January 4, 2016 no meeting, but evening meeting at Summit on January 7, 2016 at 5:30 pm with Dr. Deborah Gist, Tulsa School Superintendent.
4. February 1, 2016, Tulsa University President Steadman Upham.
5. February 8, 2016 will be Glen Johnson, Chairman of the Oklahoma Board of Higher Education who will speak on President Boren's desire to have a one penny sales tax to support education.
6. A motion was made by Brian and seconded by Richard to approve the payment up to \$150.00 for a group to sing for the meeting on February 15, 2016.

**C. Service** – Carlton James/Steve Collins/Larry Henry

1. A discussion was had concerning the Christmas party on December 12<sup>th</sup> at Southern Hills Methodist Church. It was a consensus that the party was a big success. Due to several of the Restore Hope staff being out on maternity leave the families were selected by the church and the families were chosen from the 61<sup>st</sup> and Peoria area, making transportation for them easy. The storage of the printer that was purchased to print photographs at the party was discussed and the consensus of the Board was that this printer be stored at Steve's house, lowering the risk of theft.

2. A discussion of the Applebee's Pancake Fundraiser was had. Carlton said that he would contact Bob Piland to obtain details of how to set this up in February or possibly March.

3. The club had received a request regarding the Tulsa Reading Partners project. Richard informed us that some of our key clubs were involved in this project and the essential goal was to coordinate with other key clubs to provide more volunteers. It was discussed that Richard would contact one of the Presidents of one of our key clubs to get the process going to then have that person contact the other key clubs and then report back to Richard as to how many wanted to become involved in this project. Lori will contact the Circle K group to see if they would be interested in volunteering as well. We will revisit this at our next Board meeting in January.

**D. Finance – Mark Smith**

1. Mark Smith presented a review of our expense and income and A/R reports. Such was approved on a motion by Lori and seconded by Matt.

**5. Old Business:**

A. Hiring of secretary, Lori moved and seconded by Richard that we hire Toni Jarrett to serve as a part-time secretary to assist in reports and other duties for the club. She will be hired through a temporary employment service and the club will pay \$14.40 per hour.

B. Discussion moved on to what portion of her wages should be paid by the club and paid by the foundation. Motion presented by Steve that the club would pay 70% of her wages and the foundation would pay the remaining 30%. Motion was made by Steve and seconded by Brian for the club to pay 70% of the salary of the part-time secretary. Action on the other 30% will be taken during the foundation meeting. The part-time secretary will be advised that she and her husband can attend any noon or evening meal as guests of the club.

C. DID t-shirts. Brad presented 3 designs for new DID t-shirts. The Board selected the star pattern and requested that Brian move forward with that design with the consensus with Brian and the Board that the shirt will be a bright color as always so that the Kiwanis volunteer will stand out.

D. The subject of updating club policies to match actual practices was tabled until the next meeting.

**7. New Business:**

A. A discussion was held regarding who had keys to the office. Mark Smith was directed to conduct a survey as to who had keys and access cards and report back to the Board in January.

B. The creation of a President's book was tabled due to lack of time to be discussed at the next meeting in January.

**8. Adjourn**

**12:43 pm.**



**Minutes for the Joint Foundation Board of  
Directors  
December 16, 2015**

1. Call to order by President Larry Henry 12:44
2. Review and approval of November 18, 2015 Minutes.
3. Officer Reports:
  - a. On the foundation's financial reports, Steve moved for approval and Lori seconded. Lori gave a report on the transfer of funds from the Tulsa Community Foundation. She announced that that transfer had been approved and we should be receiving a check in the near future.
  - b. Matt gave a summary of our investment situation. It indicated that our funds had performed better than the market for this year and that the investment committee will meet in January 2016.
  - c. In regard to the club handling the bus money for our key clubs going to the convention in Dallas, as we did last year, it was believed that this worked okay, but our Board members who participated in that were not available for the Board meeting and thus this issue was passed until next Board meeting.
4. Committee Reports
  - a. Golf Committee Update – Larry Henry will contact Charlie Vanderwille to see who can be tapped to form a committee to divide up the jobs for the golf tournament in 2016.
5. Old Business
  - a. Centennial Project. The Centennial for our club is April 2018, Monty Berry is in charge of that committee but has not had any news for several months. Larry Henry will contact Monty to get this committee active again.
  - c. Cox Grant Application. This matter is still pending decision by Cox.

6. New Business. The Board approved paying 30% of the part-time secretary's wages, moved by Steve and seconded by Lori. A discussion was had as to whether the club should consider sponsoring some sort of awards banquet. Several subjects of possible awards was discussed. The Board consensus was that this is a matter that should be studied. It might be appropriate for initiation and the Centennial year 2018 or possibly 2017.

7. Adjournment 1:07.