

Florida District of Key Club International



Winter Board Meeting

January 4th -6th

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Winter Board Minutes of the 2012-2013 District Board of Trustees of
the Florida District of Key Club International, Inc.
FFA Leadership Training Camp
Haines City, Florida
8:09am, Sunday, January 6th, 2013

Call to Order:

Governor Sam called the meeting to order at 8:09am.

Invocation:

Division 3 Lt. Governor Avery Smith gave the invocation.

Pledge of Allegiance:

Division 6 Lt. Governor Zabrina Hussain led the Pledge of Allegiance.

Roll Call:

District Secretary Robert Brown took roll call and recorded the 2012-2013 District Board members present.

2012-2013 District Board present:

Governor Sam Kerce	Ivan Barajas 15B	Zone A Admin Jack Gander
Secretary Robert Brown	Ella Hoogenboezem 16	Zone B Admin Heather Locke
Treasurer Kristen Truong	Jarrett Pennebacker 17	Zone C Admins Tyler Waters and Elizabeth Kielty
Executive Assistant Lily McLauchlin	Sarah Brickman 18	Zone D Admin Darla Schmitt
District Editor Michaela Olgesby	Rashon Murph 19	Zone E Admin Amanda Saguil
Cassidy McAllister 1A and 1B	Shane Meyers 20	Zone F Admin Richard Osso
Chase Craig 2A and 2B	Heather Nolf 21	Zone G Admin Rene Richar
Avery Smith 3	Emily Hughes 22	Zone H Admin Mary Gavalas
Mallory Mauldin 4	Kaitlyn Teixeira 23A	Zone I Admin Nancy Markham
Austin Eckels 5	Cori Lopez 23B	Zone J Admin Richard and Gwen Leys
Zabrina Hussain 6	Sean Valdivieso 24A	Zone K 25 Admin Lana Nudel
Courtney Crump 7	Chizoba Ezenwa 24B	Zone K 26 Admin Dawn Campbell
Danielle Burris 8	Samantha Kruger 25A	District Administrator David McCampbell
Sara Jones 9	Alexandra Franklin 25B	AA Training Donna Parton
Morgan Bechtle 10A and 10B	Kimberly Santos 25C	AA Convention Bob Parton
Lena Ho 10C	Manuela Sinisterra 25D	
Tyler Johnson 11	Luis Blanco 26A	
Ahmed Noor 12	Alexis Berry 26B	
Brittany Munyer 13	Marco Irimia 26C	
Lauren McAllister 14A	Eliminate Chair Trina Sessions	
Damani Eason 14B	Club Growth Chair Eric Riser	
Freddy Jimenez 14C	DCON Chair Amanda Hernandez	
Marlena Crum 15A		

Absences:

Quorum:

District Secretary Robert Brown confirmed the presence of quorum for the conduct of business.

Introduction of Guests:

Key Club International Trustee Yein Ha
FL Kiwanis Governor Allen Whetsell
FL Kiwanis Governor-elect Matthew Cantrall
FL Kiwanis Treasurer Chuck Gugliuzza
FI Kiwanis The Eliminate Project Chair Emilia Gugliuzza
Division 22 Advisor Carl Fries

Adoption of the Agenda:

Division 5 Lt. Governor Austin Eckels moved to amend the agenda to include the approval of Division 14C Lt. Governor Freddy Jimenez as Webmaster, and the approval of Webmaster Freddy Jimenez to the Executive Committee. Division 10A and 10B Lt. Governor Morgan Bechtle seconded. Motion carried.

Approval of 8-5-2012 Fall Board Meeting Minutes:

Division 4 Lt. Governor Mallory Mauldin moved to approve the Fall Board Meeting Minutes. Division 26C Lt. Governor Marco Irimia seconded. Motion carried.

Approval of Resignations:

1. Division 6 Lt. Governor Kierea Moses
2. Division 2A Lt. Governor Ashley Carnley
3. Division 10A Lt. Governor Caitlin Cichoracki
4. Webmaster Jesus Lopez
Division 19 Lt. Governor Rashon Murph moved to approve the resignations. Division 24A Lt. Governor Sean Valdivieso seconded. Motion carried.

Approval of Appointments:

1. Division 6 Lt. Governor Zabrina Hussain
Division 4 Lt. Governor Mallory Mauldin moved to approve the appointment of Division 6 Lt. Governor Zabrina Hussain. Division 5 Lt. Governor Austin Eckels seconded. Motion carried.
2. Division 14C Lt. Governor Freddy Jimenez as Webmaster and to the Executive committee.
Division 7 Lt. Governor Courtney Crump moved to approve the appointment of Division 14C Lt. Governor Freddy Jimenez to the position of Webmaster and to the Executive Committee. Division 9 Lt. Governor Sara Jones seconded. Motion carried.

Executive Officer Reports:

1. Governor:
Governor Sam wished all the District officer candidates' good luck and safe travels to all the Spring Zone Rallies. He echoed District Administrator David McCampbell's remarks about the next 90 days ahead will be hard and that this past weekend a success.

2. Secretary:
Secretary Robert has been working on the Pride Report changes. He has also been working on his monthly newsletter and blurb and has reviewed the Secretary's power-point. He announced that the District has about 166,191 service hours and recently became a 501c3 organization.
3. Treasurer:
Treasurer Kristen announced that as of January 3, 2013 the Raymond James Operation Reserve has \$73,736.05 and the Raymond James Conference Loss Reserve has \$105,765.36. She also announced that as of January 2013 the Key Club Account has \$43,538.28 and that FLOF has \$11,419.0. She has finished on the 2012-2013 FL Treasurer's Survival Guide which outlines the duties, dues, awards, FLOF, YOF, fundraising, and resources for club treasurers. She has also been working on dues, contacting delinquent clubs, resolving issues and the treasurer's power-point.
4. Webmaster:
Webmaster Freddy has been updating the website with different documents and DCON items.
5. Sunshine Source Editor:
Editor Michaela has been working on the Sunshine Source which will be sent out this month. She has also been helping with newsletters, with graphic standards power-points, and the treasure's survival guide.
6. Executive Assistant:
Executive Assistant Lily has been working on her committee work, helping the Executive committee when needed, and Lt. Governor Tracking.

Division 9 Lt. Governor Sara Jones moved to accept the Executive Committee report. Division 10C Lt. Governor Lean Ho seconded. Motion carried.

Approval of Committee Reports/ Recommendations:

Division 24B Lt. Governor Chizoba Ezenwa moved to approve the committee reports and recommendations. Division 24A Lt. Governor Sean Valdivieso seconded. Motion carried.

Other Business:

Division 10A and 10B Lt. Governor Morgan Bechtle moved to approve items one through four. Division 10C Lena Ho seconded. Motion carried.

1. Proposal to re-assign clubs in Divisions 25 and 26
2. Proposal to split Division 19 and 20
3. Proposal to move Palatka and Dunnellon
4. Approval of Conflict of Interest Policy
5. Special Presentation
Governor Sam presented Division 3 Lt. Governor Avery Smith, Division 10A and 10B Lt. Governor Morgan Bechtle, Division 11 Lt. Governor Tyler Johnson, Division 14C Lt. Governor Freddy Jimenez, Division 18 Lt. Governor Sarah Brickman, Division 24A Lt. Governor Sean Valdivieso, Division 24B Lt. Governor Chizoba Ezenwa, Editor Michaela Oglesby and Treasurer Kristen Truong with Leaders of Leaders.

Key Club International Trustee's Remarks:

International Trustee Yein Ha gave her remarks.

Kiwanis Governor's Remarks:

Kiwanis Governor Allen Whetsell gave his remarks.

CKI Governor's Remarks:

CKI Governor Sara Fruithandler gave her remarks.

Zone/ Assistant Administrator's Remarks:

Zone and Assistant Administrators gave their remarks.

Announcement of Future Plans:

Board members announced their future plans.

District Administrator's Remarks:

District Administrator David McCampbell gave his remarks.

Key Club Pledge:


Division 26B Lt. Governor Alexis Berry led the Key Club pledge.

Benediction:

Division 24B Lt. Governor Chizoba Ezenwa gave the benediction.

Adjournment:

There being no further business, Governor Sam Kerce adjourned the meeting at 9:07am.

A handwritten signature in black ink, appearing to read "Robert Brown". The signature is written in a cursive style with a large, stylized initial "R".

**Robert Brown, District Secretary
Florida District of Key Club International, Inc.**

Appendixes

Kiwanis Family Relations:

- Created a Kiwanis Family Themed Newsletter called “Key Family News”. This newsletter is aimed at sharing amazing stories about various Kiwanis Family members and events. We have published three newsletters so far. The first one is the September edition and it covers Governor Allen Whetsell, Kiwanis DCON, The Eliminate Project, as well as what are goals are as a committee. The second edition was released in October and it covers what is CKI, CKI Governor Sara Fruithandler, and CKI’s district goals for this year. The third edition was published in December and it highlights Key Club, our Executive Committee, and the accomplishments our District has made thus far.
- We have also created a Kiwanis Family video. Its purpose is to showcase the amazing Kiwanis Family spirit our district has as well as to encourage and inspire Key Clubbers to connect with the various branches of the Kiwanis Family. *Show video now.*
- We have also advertised the Robert W. Thal Outstanding Kiwanis Sponsor Award, but due to a late advertising on my part we were only able to receive one application.
- Despite this set back I am extremely proud of my Committee and the work we have produced. During the year I went to every District’s website and viewed their Kiwanis Family Relations page and I am proud to say that we have by far the most creative resources available for our District.

What we plan to continue with in the future:

- We will work with CKI to organize, gather information for, and run the CKI Pool Party that is held at DCON.
- to produce two more Keys Family News Articles before DCON
- We also plan to put the Kiwanis Family Video and the Key Family News Articles, if approved by the Board, on the committee page on our District website.

Division 7 Lt. Governor Courtney Crump moved to approve the Kiwanis Family Relations Committee report. Division 10C Lt. Governor Lena Ho seconded. Motion carried.

Eliminate Project:

My committee has added a complete list of the giving totals for each club in the Florida district. Each club can now visit the Florida key club website and review the amount they have donated towards The Eliminate project within the last two years. This will help clubs track their progress and set goals for the years to come. As some of you may know Kiwanis has challenged their SLPs to raise \$5.40 per member within this Kiwanis year. That puts the Florida District in a position to reach over a hundred thousand in less than a year. As you all have seen, my committee has reached out to each zone to encourage zone wide fundraisers. Thank you to all the divisions & zones that have begun planning fundraisers for their area, you are setting a great example to your clubs. We’ve also just completed our second order of 600 sunglasses which brings our total profit with both orders to \$10,400. We’ve also began Eliminate Project video contests which serve as fundraisers for the project as well as a promotional tool. Club or individuals can enter a promotional video for the cost of a \$20 donation to The Eliminate Project. Video will be judged by my entire committee and the winner will be presented with an award and special recognition at DCON. The contest rules are available online.

Division 6 Lt. Governor Zabrina Hussain moved to approve the Eliminate Project Committee report. Division 13 Lt. Governor Brittany Munyer seconded. Motion carried.

DCON:

It was announced that Josh Sundquist would be the Keynote Speaker for the 2013 District Education and Leadership Conference. Josh is a paralympian, cancer survivor, and a best-selling author. A video was shown in which expressed his enthusiasm, showed how he tells his life story with vigor and showcased message that will be perfect for our conference.

The committee said they had been mainly working on getting out promotional items to the district, creating resources, and finishing all aspects of the online registration. These resources include items such as the DCON Fundraising Guide, DCON Fact Sheet, etc. Promotional items include the DCON Postcard, the monthly blurbs, emails to the District and getting the DCON webpage up to date. Other finer details such as the schedules for DCON are being finalized to have ready for the conference.

Another goal that the committee has been working towards is harnessing sponsorships. The sponsorship packet was created and the committee reached out to dozens of different companies asking for their support. They reported that they had received a couple replies and that they were in the works of being finalized.

All in all, the committee has completed its directives and will be working very hard in the next few months to make the 75th Annual District Education and Leadership Conference a success.

Division 4 Lt. Governor Mallory Mauldin moved to approve the DCON committee report. Division 22 Lt. Governor Emily Hughes seconded. Motion carried.

Education and Public Relations:

- What have we been working on since Fall Board?
 - Since fall board, we have been working on editing and making revisions to the power points and trainings for Spring Zone Rallies across the district.
 - What we added was trainer's notes so that way members giving the presentation aren't reading off the slides word-for-word.
- What will we be doing from here on out?
 - Answering questions about any presentations. In addition, chair, Rashon Murph, will be approving any additional power points that students may like to present at their rallies.
 - Also, we will be finalizing list of workshops for District Conference

Division 5 Lt. Governor Austin Eckels moved to approve the Education and Public Relations committee report. Division 10A and 10B Lt. Governor Morgan Bechtle seconded. Motion carried.

FLOF:

The FLOF committee has approved 7 projects which are all service projects. They will give out more grants as more people learn about the program. The committee thanked all the Lt. Governors who encouraged their clubs to apply.

Division 24B Lt. Governor Chizoba Ezenwa moved to approve the FLOF committee report. Division 19 Lt. Governor Rashon Murph seconded. Motion carried.

Governor's Project:

The Governor's Project committee presented a short video on the Home Project for use in divisional council meetings, spring zone rallies, or sharing with clubs. The video included photos of Key Clubbers from around the state doing service that applied to the Home Project. The committee additionally created and presented a guidebook for the new shirt that the Home Project has made with the National Homeless Coalition to be used as a fundraiser for local homeless coalitions in the state of

Florida. An additional condensed format of the guidebook as a flyer was created and presented with the guidebook. The committee created a checklist resource for lieutenant governors to use during the focus month of February for the Home Project about promoting the Governor's Project and organizing divisional and club projects with the best quality and quantity.

Division 10A and 10B Lt. Governor Morgan Bechtle moved to approve the Governor's Project committee report. Division 5 Lt. Governor Austin Eckels seconded. Motion carried.

Club Growth:

Over the past few months our committee has built the club growth page on the district website with the help of Jesus. You can see various resources posted on the page. Some of you may remember the problems and solutions guide we were working on at last board meeting and it is still in the works. I plan to post the smaller documents that contributed to the current guide on the website until the full document is completed. We have been attempting to do weekly conference calls and have been having some issues with them. They will begin again in the third week of January and we hope to have most of the kinks worked out at that point and hope that all of you will get involved with some of the calls. Ahmed is currently working on building a Club Chartering Page for the district website by expanding on Key Club Internationals existing page and documents. Starting in two weeks we will be using Kristen's excel dues reports to target clubs with less than 20 members. I will likely send emails to these Lt. Governors specifically. It is very helpful for me if when you see a club struggling with membership you contact me to discuss it either by email or by phone. Many Lt. Governors have already done this and with the new dues reports I hope to see more. The weekly calls are also a great place to get ideas to help struggling clubs.

Division 23A Lt. Governor Kaitlyn Teixeira moved to approve the Club Growth committee report. Division 10A and 10B Morgan Bechtle seconded. Motion carried.

Awards, Contests and Scholarships:

The Awards committee has eliminated the passing down of trophies.

We made changes on the type of awards given for:

- Key Club of the Year
- Jack Gander Outstanding Faculty Advisor
- J. Walker Field Outstanding Kiwanis Advisor
- Every Child a Swimmer

At the 75th annual conference, these carried on trophies will officially retire and will be stored at the District office. For Key Club of the Year, and G. Harold Martin Outstanding Club President Finalists, certificates will be given to help recognize the outstanding work of each of these individuals and clubs. Patch designs for the Kiwanis Family Ties Patch will remain the same. Key Club Early Bird Due Patch and UNICEF/Eliminate Patch will be given by international. Governor's Project Patch will be using the Governor's project logo created by Michaela that is also previewed in the Governor's Project booklet. Pre-DCON judging will take place in two different ways. Distinguished Officer/Member awards will be distributed throughout the Awards DCON sub-committee and electronically. All applications will be reviewed for accurate recording of points. Close to Award deadline time, we will be meeting in Tampa for judging of awards that require applications, but are not distinguished officer/members. Seniors will be pulled from the surrounding divisions in Zone E to judge awards that need to be judged, but no judge will judge an award that their home club has submitted. While Pre-DCON judging, signatures will be verified to ensure approval of faculty advisors and presidents. Any other judging, including contests, will be judged at District Conference. Awards, such as the Pride Report Submission award, early bird dues, eliminate/UNICEF fundraising will be judged with information provided by our District Secretary and Key Club International. At conference, we will be having a host club to help run errands at the conference. Encourage clubs to apply for awards; deadline is March 5th for all awards and contests, but Outstanding Faculty and Kiwanis Advisor portfolios are due February 28th.

Division 14C Lt. Governor Freddy Jimenez moved to have the Jack Gander Outstanding Faculty Advisor, J. Walker Field Outstanding Kiwanis Advisor and the Every Child a Swimmer award from trophies to plaques. Division 19 Lt. Governor Rashon Murph seconded and there was discussion about this motion. Division 20 Lt. Governor Shane Meyers moved to limit discussion time to 10minutes. Division 5 Lt. Governor Austin Eckels seconded and the motion carried. Division 8 Lt. Governor Danielle Burris moved to amend the proposal by having the trophies retire. Division 5 Lt Governor Austin Eckels seconded. Motion carried. The final amended proposal was then voted open and carried.

Division 25B Lt. Governor Alexander Franklin moved to approve the Awards, Contests, and Scholarships report. Division 15B Lt. Governor Ivan Barajas seconded. Motion carried.

Talent:

The talent and productions committee is basically in charge of the talent and oratorical contests as well as the music, videos, and slideshows of the general sessions. As you know, we just recorded the video that will be played at the very beginning of opening session in which the entire district board passes on a torch and will end with Governor Sam running into the opening session and starting our District Conference. I wanted to thank all of you for participating and being so cooperative in helping us create this video. Our committee discussed promotion of the talent and oratorical contests and that it is the Lieutenant Governor's responsibility to contact their clubs and remind them that there are talent and oratorical contests; in which this years' oratorical contest topic is: *How do people know you're a Key Clubber?* Our committee will be providing a monthly blurb which will be made and then approved by the rest of our committee before being sent out to the entire board. Our committee would like to encourage all of you to promote the talent and oratorical contests at the DCON presentation during your Spring Zones Rallies. Our committee is also responsible for the board slideshow/video that will be played during the Governor's Banquet. For this, we are going to need as many pictures as possible, so please take a lot of pictures this weekend and at your Spring Zone Rallies with your fellow board members. I will be sending out an email after this weekend to remind you all to send me those pictures. Lastly, we discussed music for the dances and sessions in which there is a list from previous years that we will be obtaining from DCON Chair Amanda Hernandez and we are looking for music suggestions from you. Please remember that this music must be appropriate, but that does not mean that it must be boring. I know many of you went to the neon dance at ICON in which there was appropriate music played, but attendees did actually have fun. We felt that a vibe such as that would be more appealing to both the attendees and the adults and chaperones. When sending me song suggestions, please also CC House Committee Chair, Chizoba Ezenwa to ensure that both committees are given this information.

Division 26A Lt. Governor Luis Blanco moved to approve the Talent and Productions committee report. Division 3 Lt. Governor Avery Smith seconded. Motion carried.

Service and Major Emphasis:

One thing we had not covered this year in our district is just what a "Meaningful Service Project" truly is and how it is properly defined. As members of such an outstanding district board of leaders, I'm sure we can all agree that the greatest call we can answer to as human beings is the call to service. When trying to determine a meaningful service project, clubs should be considering the following:

1. How much time & how many resources (human and material) went into planning and executing the project?
2. How did the project impact individuals and/or the community at large?
3. How did the project impact the Key Club members and other volunteers?

Therefore, our committee feels that a "meaningful service" is best defined as follows: Meaningful and impact projects meet a community need, provide significant learning experiences and opportunities, and reinforce the fact that the world is diverse and requires each of our unique skills to thrive. Such projects touch not only our lives, but the lives of others in ways that improve a situation, supports a cause, or raises awareness thereby making a significant impact on us and others.

**Florida District Service Trip Proposal
From Thursday, March 14 to Saturday, March 16, 2013
Winter Haven, Florida**

Schedule:

Thursday:

Members arrive between 4 and 6 p.m. Review schedule for the weekend.
Dinner at Days Inn (food from outside source).

Friday:

Breakfast at Days Inn (included in room rate).
Volunteer on project site from 8 a.m.-2 p.m.
Lunch provided by Habitat for Humanity.
Volunteer at food bank/other organization later in afternoon.
Dinner at Days Inn (food from outside source).

Saturday:

Breakfast at Days Inn (included in room rate).
Volunteer on project site from 8 a.m.-2 p.m.
Lunch provided by Habitat for Humanity.
Return to Days Inn to collect suitcases. Members leave by 4 p.m.

Details of Project:

To support the Governor's Project, called the Home Project, up to 40 members of the Florida District will gather in Winter Haven to work on a project site for Habitat for Humanity of East Polk County.

Habitat for Humanity is currently developing a site in Winter Haven that will have six houses on it. This might be available for us to work on in March. If not, we will work on two separate sites.

Volunteers under the age of 18 cannot do some of the construction, but they can paint, help with landscaping, etc. The volunteer coordinator at Habitat for Humanity of East Polk County said that there will be plenty for everyone to do.

Friday afternoon, after working with Habitat for Humanity, we will volunteer at a food bank or at another organization that serves the homeless population.

Traveling Policy:

Adults must drive Key Club members to the Days Inn on Thursday and from the Days Inn on Saturday. During the service trip members will be transported by passenger vans that chaperones will drive, if adult transportation is not available to a member through previously made arrangements. Two 10 passenger vans will be available to those unable to receive transportation on their own by an adult.

Chaperones:

There will be at least one chaperone for every 10 youth.

Hotel Information:

Days Inn Winter Haven, 1150 3rd Street Southwest
\$80/night for quad room. (\$20 per person per night.)
Breakfast included with rate.
Has meeting room that can accommodate 50 people. Free use with stay.
Can bring food from outside sources into hotel.

Has pool.

Cost (per person) in a Quad room:

\$40: Quad room at the Days Inn (two nights). Breakfast included.

\$20: Dinner Thursday and Friday nights.

\$20: Transportation during the service trip.

Total: \$80

Cost (adult) in Double room:

\$80: Double room at the Days Inn (two nights). Breakfast included.

\$20: Dinner Thursday and Friday Nights.

\$20: Transportation during the service trip

Total: \$120

Forms:

All forms required by Habitat for Humanity as well as the Florida District Medical & Code of Conduct form must be filled out prior to arrival.

Division 25C Marco Irimia moved to approve the Service and Major Emphasis committee report. Division 3 Lt. Governor Avery Smith seconded. Motion carried. Since Winter Board the Service Trip has been cancelled.

Elections:

1. Made changes to elections forms. These changes included adding dates for all events where they otherwise were not set and changing all references of District Convention to District Conference
2. Created resources to aid the election process. These include an election resource sheet with office descriptions, important dates and tips for candidates and a question sheet to be distributed at Spring Zone Rallies to provide sample questions for candidates and encourage creating new questions.

Division 25D Lt. Governor Manuela Sinisterra moved to approve the Elections committee report. Division 20 Lt. Governor Shane Meyers seconded. Motion carried.

Service Fair:

“The Service Village” is going to be the name of this years’ service fair.

Each Division needs to submit at least one project board for the fair

Project Board = standard, science fair style tri-fold

Needs to fit on half a table

1 Representative needs to be there for questions

Made a list of organizations and local groups that we plan to contact

Registration form will be an editable PDF available on website

Division 3 Lt. Governor Avery Smith moved to approve the Service Fair committee report. Division 26A Lt. Governor Luis Blanco seconded. Motion carried.

House:

I gave the House Committee Objectives are to cover the Meet and Greet, the Governor’s Banquet, and helping other committees.

- Meet and Greet
 - Budget: \$500
 - Really aiming for a free DJ
 - Lasts for 1 hr and 45 minutes

- Clubs have the opportunity to sign their name on a banner that displays something like “The 75th Annual DCON”
- Would use the countries flags to decorate the room
 - Contests
 - ✓ Best Dressed
 - ✓ Dance Competition
 - ✓ Prizes would be sashes
 - Games
 - ✓ Large Twister
 - ✓ Inflatable Gladiator Jousting Game
 - Photo Screen
 - ✓ Background will be white with DCON logo
 - ✓ Olympic pedestals (gold, silver, and bronze)
 - ✓ Might get plastic medals for people to take pictures with
 - ✓ Would have to have someone in charge of the photo booth
- Might get cut-outs of Olympians for people to stick their heads in and take a picture
- Attendees can take pictures with the people dressed up as Olympians

- Governor's Banquet
 - Budget: \$8 per table with 180 tables
 - Researching centerpieces
 - Lanterns are a possibility

- Host Schools
 - Before and after the Opening Session, volunteers from the host schools would dress up in their country's colors and line up with signs from the Opening Session room to the rooms that everyone is staying in. The signs would say things such as “Meet and Greet”, “1st Dance”, “Dress in your country's colors”, etc
 - Some of these volunteers will dress up as star Olympians or key figures such as Bolt, Michael Phelps, or Queen Elizabeth

Division 3 Lt. Governor Avery Smith moved to approve the House committee report. Division 26A Lt. Governor Luis Blanco seconded. Motion carried.

Race to Eliminate:

Race-To-Eliminate

- 1) T-Shirt design completed-We are in the process of looking for business sponsors to cover the cost of the shirts so that the \$10 registration fee goes %100 to the project. The current cost of the shirts is \$3.70 each.
- 2) Water-We are going to contact the hotel to set up a water station at the end of the route
- 3) The route-The route is set-see Heather
- 4) Volunteers
 - a) We need 4 to hold doors
 - b) 2-4 to help with water
 - c) 3 in addition to me to help hold the banner and lead the race

The Eliminate Project Butterfly

- 1) The Eliminate Project butterfly is going to be a promotional tool to help draw attention to the project as well as sell merchandise where the profits will be donated toward TEP. We will have a butterfly and a helper work together at all times. We will have the butterfly's going around during registration, the meet and greet, service fair, and other various time throughout the weekend.
- 2) Using a teachers cart in place of tying the baskets around the girls.
- 3) We will have a variety of merchandise sold by the butterfly's, much of which will be generously provided by Emilia Gugliuzza.

4) Eliminator ribbons

Glow in the Dark Volley Ball Tournament

- 1) We are waiting for a response back from past Lt. Governor Elizabeth Pantaleon about organizing this event again
- 2) It will take place during the Governor's Ball outside on the volleyball courts.

Governor's Banquet Centerpieces

- 1) The house committee has approved having the centerpieces sold for profit to The Eliminate Project.
- 2) There will be tags attached that advertise how the money will be used to save lives. Each centerpiece sold will save 5 lives
- 3) We will have a few Lt. Governor Elects going around and collecting money from tables that wish to purchase the centerpieces. See SAA for LTG. Elect volunteer schedule.

Governor's Ball Auction

- 1) Moderators also serve as auctioneers when Zones are on break
- 2) Current LTG's that are not serving as auctioneer or time keeper will record who is sold for what price as well as collecting the money.
- 3) There will be sheets provided to record the information and we will have a specific person assigned to collecting the money from each caucus room and bringing it to Mrs. Leys and I for tabulation.
- 4) We are creating small business cards that will be given to each person who is bought and the buyer so they know who they bought, how to contact them, and a reminder about what time their dance will take place.
- 5) The people who participated in the auction will be the first people to open the dance floor at the ball. The DJ will make a point that the first dance is for those who participated in the Auction.

The Eliminate Project Booth

- 1) Emilia is providing us with a beautiful display to use near the registration area.
- 2) We are looking for a picture back drop with TEP logo to have near the booth to draw more people to the booth.
- 3) This is where the district board escort raffle boxes will be held.

Business Sponsors

- 1) We are looking for sponsors for the race-to-eliminate t shirts
- 2) We are combining the current DCON sponsorship letter and The Eliminate Project sponsorship letter that was created by my committee earlier this year.
- 3) If you have any ideas for potential sponsors I would love to hear them.

Division 26A Lt. Governor Luis Blanco moved to approve the Race to Eliminate committee report. Division 3 Lt. Governor Avery Smith seconded. Motion carried.

Marketing:

Past work:

- a. Created a resource for Lieutenant Governors to use to encourage clubs to attend the District Education and Leadership Conference (DCON). (District Editor Michaela Olgesby will edit the document so that it fits Key Club International's graphic standards.)
- b. Wrote a speech to use when contacting potential sponsors and exhibitors.

Current work:

- a. During the Winter Board Meeting, subcommittee members began to work on promotional emails to send to clubs about DCON. Sarah Brickman will send the emails to Amanda each week to send to clubs.
- b. Subcommittee members are contacting potential sponsors and exhibitors.
- c. Sarah Brickman is reminding Lieutenant Governors to promote advertisements within their clubs.

Division 21 Lt. Governor Heather Nolf moved to approve the Marketing Committee report. Division 14C Lt. Governor Freddy Jimenez seconded. Motion carried.

Registration:

The Registration Committee voted on the final design of the T-shirt for District Conference. It was decided to be on a white shirt to reduce the price per shirt. For souvenirs, the committee agreed on a T-shirt, pin, and bag. Even though all of the committee expenses are covered, every member is looking for sponsors to donate. The committee is currently working on a strategic plan for Registration at DCON and creating a power point presentation on how to register for DCON.

Division 22 Lt. Governor Emily Hughes moved to approve the Registration committee report. Division 3 Lt. Governor Austin Eckels seconded. Motion carried.

Sergeant at Arms:

The Sergeant at Arms committee has decided that we will be doing wristband for the attendees at DCON as we did last year. We have someone who has volunteered to make the spirit stick for district conference. The SAA committee is going to ask that he/she create a giant torch to tie back into the theme of the Olympics. The SAA committee has decided that we will be doing a skit at the opening session of DCON, which you can find below. Instead of having individual members sign up for SAA duties at DCON, we will be asking for clubs to sign up as a whole. Danielle will be asking the registration committee to see if they can add a box to the registration forms for clubs to check if they are interested in volunteering for SAA while we are at DCON. The committee is also coming up with ideas as to how we are going to have adults sign up to chaperone at the different dances that will be going on throughout conference.

Division 10C Lt. Governor Lena Ho moved to approve the Sergeant at Arms Committee report. Division 10A and 10B Lt. Governor Morgan Bechtle seconded. Motion carried.

Pride Report Changes:

The following are changes being made to the Pride Report in order to create an Annual report for clubs: Paid members in club and present, speaker or program, interclub, social meeting, special meeting, Kiwanis meeting, club newsletter, formal training, club elections, number at DCM, number at KCKC, number at SZR, Key Club magazine, division wide projects, member induction, member orientation, club website, attended DCON, attended ICON. There will be check boxes to answer all these questions. Check boxes are also being added to the Service project box to tell what type of project a club performed. There will also be a link to the OIF and a "click to save without sending" button before submitting the Pride Report.

Division 24B Lt. Governor Chizoba Ezenwa moved to approve the changes to the Pride Report. Division 24A Lt. Governor Sean Valdivieso seconded. Motion carried.

Florida District of Key Club International
Winter Board Meeting
January 6, 2013

**PROPOSED DIVISION BOUNDARY AND
CLUB ASSIGNMENT CHANGES**

This packet contains details on proposed changes to several Florida Key Club Division boundaries and assignment of clubs within divisions. The following is a summary of the changes.

1. Move Palatka High School from Division 6 to Division 5.
2. Move Dunnellon High School from Division 8 to Division 6.
3. Split Division 19 into two creating Divisions 19A and 19B.
4. Split Division 20 into two creating Divisions 20A and 20B.
5. Eliminate Division 25B (Cayman Islands) and move to new Division 26D.
6. Eliminate Division 25D and 25E (Turks and Caicos) and redistribute all Division 25 clubs into Divisions 25A, 25B and 25C.
7. Redistribute all Division 26 clubs into Divisions 26A, 26B, 26C, and 26D.

These changes will be discussed during the weekend and voted on by the board at the board meeting on Sunday.

Divisions 3, 4, 5, 6

Dunnellon and Palatka



Dunnellon

CLUBS BY PROPOSED DIVISIONS (Division 19)

Proposed Division	Club	Sponsoring Club
19A	Cape Coral High School	Cape Coral
	Ida S Baker High School	Harney Point-Cape Coral
	Island Coast High School	North Ft Myers
	Mariner High School	Harney Point-Cape Coral
	North Fort Myers High School	North Ft Myers
	Oasis Charter High School	Cape Coral
19B	Bishop Verot High School	Ft Myers-Edison
	East Lee County High School	Lehigh
	Estero High School	San CarlosPark-Estero
	Fort Myers High School	Ft Myers
	Gateway Charter High School	Ft. Meyers-Edison
	LaBelle High School	Labelle
	Lehigh Senior High School	Lehigh Acres
	South Fort Myers High School	

CLUBS BY PROPOSED DIVISIONS (Division 20)

Proposed Division	Club	Sponsoring Club
20A	Benjamin High School,The	North Palm Beaches
	Cardinal Newman High School	Westside, West Palm Beach
	Dreyfoos School of the Arts	West Palm Beach
	Inlet Grove Community High School	Singer Island Sunrise
	Jupiter High School	Jupiter-Tequesta
	Suncoast High School	Flagler Sunrise
	William T Dwyer High School	Palm Beach Gardens
20B	Forest Hill Community High School	West Palm Beach
	Matlock Prep Academy	Westside West Palm Beach
	<i>Oxbridge Academy (chartering)</i>	<i>Flagler Sunrise</i>
	Palm Beach Central High School	Palm Beach
	Royal Palm Beach Community HS	Lake Park
	<i>Seminole Ridge HS (chartering)</i>	<i>Lake Park</i>
	The King's Academy	West Palm Beach
Wellington Community High School	Singer Island Sunrise	

Division 19 Redivisioning Proposal (Zone I)



Division 19A

- 1 Cape Coral High School
- 2 Ida S Baker High School
- 3 Island Coast High School
- 4 Mariner High School
- 5 North Fort Myers High School
- 6 Oasis Charter High School

Division 19B

- 7 Bishop Verot High School
- 8 East Lee County High School
- 9 Estero High School
- 10 Fort Myers High School
- 11 Gateway Charter High School
- 12 LaBelle High School
- 13 Lehigh Senior High School
- 14 South Fort Myers High School

Division 20 Redivisioning Proposal (Zone G)



Division 20A

- 1 Benjamin High School, The
- 2 Cardinal Newman High School
- 3 Dreyfoos School of the Arts
- 4 Inlet Grove Community High School
- 5 Jupiter High School
- 6 Suncoast High School
- 7 William T Dwyer High School

Division 20B

- 8 Forest Hill Community High School
- 9 Matlock Prep Academy
- 10 Oxbridge Academy (chartering)
- 11 Palm Beach Central High School
- 12 Royal Palm Beach Community HS
- 13 Seminole Ridge HS (chartering)
- 14 The King's Academy
- 15 Wellington Community High School

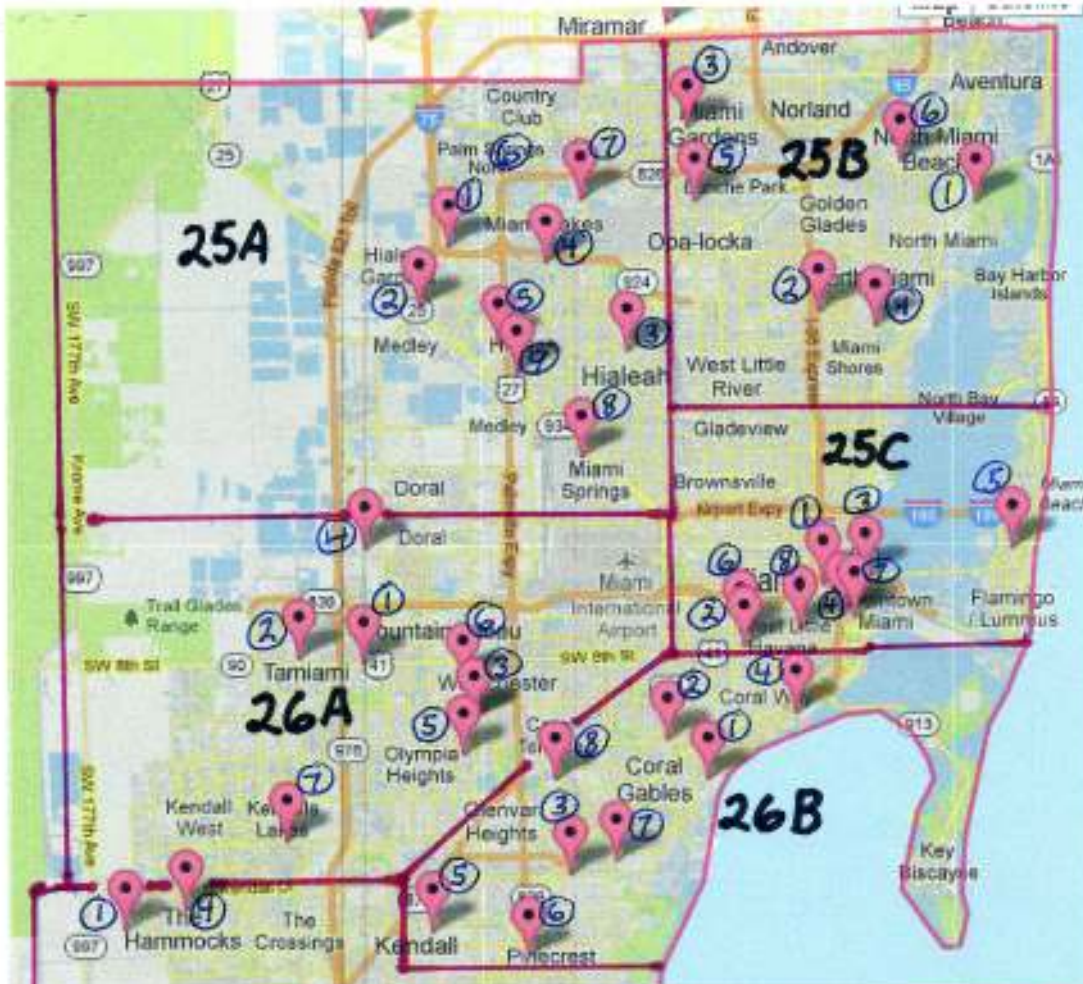
CLUBS BY CURRENT DIVISIONS (25 & 26)

Current Division	Club	Proposed Division	Sponsoring Club
25A	Alonzo and Tracy Mourning Senior H.S.	25 B	North Miami Beach-Sunny Isles
	Doctors Charter School	25 B	Miami Shores-North Dade
	Miami Country Day High School	25 B	Miami Shores-North Dade
	New World School Of The Arts	25 C	North Miami Beach-Sunny Isles
	North Miami Beach Senior High School	25 B	North Miami Beach-Sunny Isles
25B	Cayman Prep & High School	26 D	Grand Cayman
	Clifton Hunter High School	26 D	Grand Cayman
	John Gray High School	26 D	Grand Cayman
	St. Ignatius High School	26 D	Grand Cayman
	Triple C High School	26 D	Grand Cayman
25C	Barbara Goleman Senior High School	25 A	Greater Miami Lakes
	Hialeah Gardens Senior High	25 A	Greater Miami Lakes
	Hialeah High School	25 A	Miami Latin
	Hialeah-Miami Lakes High School	25 A	Greater Miami Lakes
	Mater Academy Charter	25 A	Miami Latin
	Mater Lakes Academy (chartering)	25 A	Greater Miami Lakes
	Miami Carol City Senior High School	25 B	Miami Gardens
	Miami Lakes Educational Center	25 A	Greater Miami Lakes
Monsignor Edward Pace High School	25 B	Miami Latin	
25D	Booker T Washington Sr High School	25 C	Biscayne Bay-Miami
	Florida Christian School	26 A	Miami Latin
	iPrep Academy	25 C	Biscayne Bay-Miami
	Miami Beach Senior High School	25 C	Miami Beach
	Miami Coral Park High School	26 A	Miami Latin
Miami Springs Senior High School	25 A	Biscayne Bay-Miami	
26A	Archbishop Carroll High School	26 C	Homestead-South Dade
	Belen Jesuit Preparatory High School	26 A	Key Biscayne
	Coral Shores High School	26 C	Upper Keys, Key Largo
	Doral Academy Charter High School	26 A	Little Havana, Miami
	Homestead Senior High School	26 C	Homestead-South Dade
	Island Christian High School	26 C	Upper Keys, Key Largo
	Keys Gate Charter High School	26 C	Homestead
	Law Enforcement Officers Memorial HS	25 C	Coral Gables Latin
	Miami Senior High School	25 C	Little Havana, Miami
	Somerset Academy Silver Palms	26 C	Homestead-South Dade
South Dade Senior High School	26 C	Homestead-South Dade	
26B	Academy For Advanced Academics	26 A	Pinecrest-Palmetto Bay and Homestead-South Dade
	Carrollton School Of The Sacred Heart	26 B	Little Havana, Miami
	Coral Gables Senior High School	26 B	Coral Gables
	Gulliver Preparatory School	26 B	Coral Gables
	International Studies Charter High School	25 C	Little Havana, Miami
	Miami Killian Senior High School	26 B	Pinecrest-Palmetto Bay
	Our Lady Of Lourdes Academy	26 B	Little Havana, Miami
	Westland Hialeah Senior High School	25 A	Little Havana, Miami
YWPA	25 C	Little Havana, Miami	
26C	Christopher Columbus High School	26 A	Miami
	Coral Reef Senior High School	26 C	Kendall-South Dade
	Felix Varela Senior High School	26 C	Kendall-South Dade
	Immaculata - La Salle High School	26 B	Key Biscayne
	Miami Palmetto Senior High School	26 B	Miami
	Miami Sunset Senior High School	26 A	Miami
	Saint Brendan High School	26 A	Key Biscayne
South Miami Senior High School	26 B	Miami	

CLUBS BY PROPOSED DIVISIONS (25 & 26)

Proposed Division	Club	Current Division	Sponsoring Club
25A	Barbara Goleman Senior High School	25 C	Greater Miami Lakes
	Hialeah Gardens Senior High	25 C	Greater Miami Lakes
	Hialeah High School	25 C	Miami Latin
	Hialeah-Miami Lakes High School	25 C	Greater Miami Lakes
	Mater Academy Charter	25 C	Miami Latin
	Mater Lakes Academy (chartering)	25 C	Greater Miami Lakes
	Miami Lakes Educational Center	25 C	Greater Miami Lakes
	Miami Springs Senior High School	25 D	Biscayne Bay-Miami
	Westland Hialeah Senior High School	26 B	Little Havana, Miami
25B	Alonzo and Tracy Mourning Senior H.S.	25 A	North Miami Beach-Sunny Isles
	Doctors Charter School	25 A	Miami Shores-North Dade
	Miami Carol City Senior High School	25 C	Miami Gardens
	Miami Country Day High School	25 A	Miami Shores-North Dade
	Monsignor Edward Pace High School	25 C	Miami Latin
	North Miami Beach Senior High School	25 A	North Miami Beach-Sunny Isles
25C	Booker T Washington Sr High School	25 D	Biscayne Bay-Miami
	International Studies Charter High School	26 B	Little Havana, Miami
	iPrep Academy	25 D	Biscayne Bay-Miami
	Law Enforcement Officers Memorial HS	26 A	Coral Gables Latin
	Miami Beach Senior High School	25 D	Miami Beach
	Miami Senior High School	26 A	Little Havana, Miami
	New World School Of The Arts	25 A	North Miami Beach-Sunny Isles
	YWPA	26 B	Little Havana, Miami
26A	Academy For Advanced Academics	26 B	Pinecrest-Palmetto Bay and Homestead-South Dade
	Belen Jesuit Preparatory High School	26 A	Key Biscayne
	Christopher Columbus High School	26 C	Miami
	Doral Academy Charter High School	26 A	Little Havana, Miami
	Florida Christian School	25 D	Miami Latin
	Miami Coral Park High School	25 D	Miami Latin
	Miami Sunset Senior High School	26 C	Miami
	Saint Brendan High School	26 C	Key Biscayne
26B	Carrollton School Of The Sacred Heart	26 B	Little Havana, Miami
	Coral Gables Senior High School	26 B	Coral Gables
	Gulliver Preparatory School	26 B	Coral Gables
	Immaculata - La Salle High School	26 C	Key Biscayne
	Miami Killian Senior High School	26 B	Pinecrest-Palmetto Bay
	Miami Palmetto Senior High School	26 C	Miami
	Our Lady Of Lourdes Academy	26 B	Little Havana, Miami
	South Miami Senior High School	26 C	Miami
26C	Archbishop Carroll High School	26 A	Homestead-South Dade
	Coral Reef Senior High School	26 C	Kendall-South Dade
	Coral Shores High School	26 A	Upper Keys, Key Largo
	Felix Varela Senior High School	26 C	Kendall-South Dade
	Homestead Senior High School	26 A	Homestead-South Dade
	Island Christian High School	26 A	Upper Keys, Key Largo
	Keys Gate Charter High School	26 A	Homestead
	Somerset Academy Silver Palms	26 A	Homestead-South Dade
	South Dade Senior High School	26 A	Homestead-South Dade
	26D	Cayman Prep & High School	25 B
Clifton Hunter High School		25 B	Grand Cayman
John Gray High School		25 B	Grand Cayman
St. Ignatius High School		25 B	Grand Cayman
Triple C High School		25 B	Grand Cayman

Zone K Divisions 25 & 26



- 25A**
- 1 Barbara Goleman Senior High School
 - 2 Hialeah Gardens Senior High
 - 3 Hialeah High School
 - 4 Hialeah-Miami Lakes High School
 - 5 Mater Academy Charter
 - 6 Mater Lakes Academy (chartering)
 - 7 Miami Lakes Educational Center
 - 8 Miami Springs Senior High School
 - 9 Westland Hialeah Senior High School

- 25B**
- 1 Alonzo and Tracy Mourning Senior H.S.
 - 2 Doctors Charter School
 - 3 Miami Carol City Senior High School
 - 4 Miami Country Day High School
 - 5 Monsignor Edward Pace High School
 - 6 North Miami Beach Senior High School

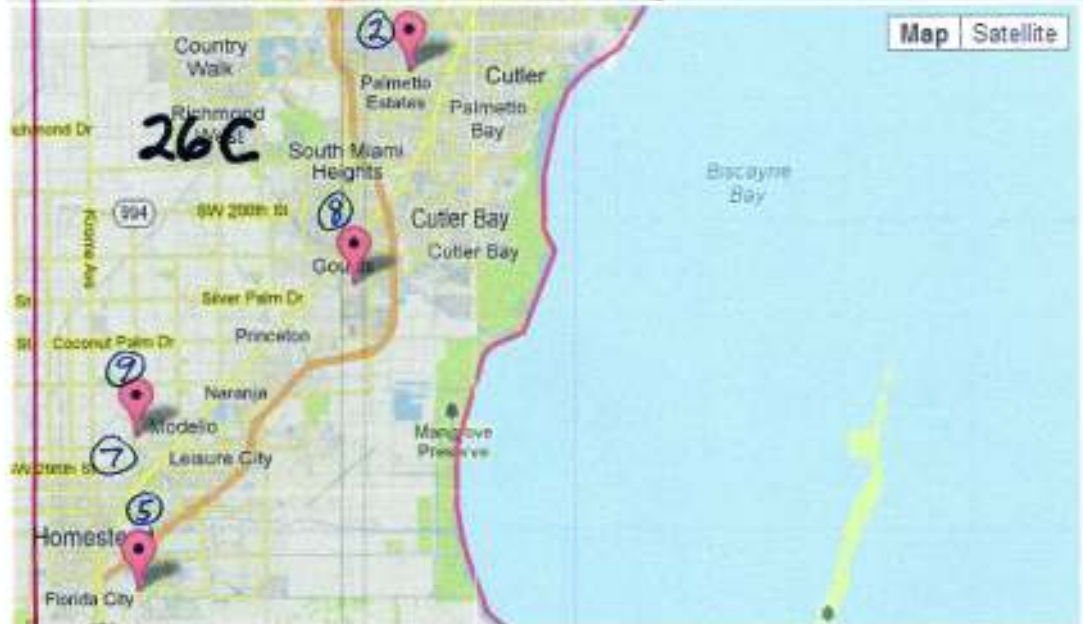
- 25C**
- 1 Booker T Washington Sr High School
 - 2 International Studies Charter High School
 - 3 iPrep Academy
 - 4 Law Enforcement Officers Memorial HS
 - 5 Miami Beach Senior High School
 - 6 Miami Senior High School
 - 7 New World School Of The Arts
 - 8 YWPA

- 26A**
- 1 Academy For Advanced Academics
 - 2 Belen Jesuit Preparatory High School
 - 3 Christopher Columbus High School
 - 4 Doral Academy Charter High School
 - 5 Florida Christian School
 - 6 Miami Coral Park High School
 - 7 Miami Sunset Senior High School
 - 8 Saint Brendan High School

- 26B**
- 1 Carrollton School Of The Sacred Heart
 - 2 Coral Gables Senior High School
 - 3 Gulliver Preparatory School
 - 4 Immaculata - La Salle High School
 - 5 Miami Killian Senior High School
 - 6 Miami Palmetto Senior High School
 - 7 Our Lady Of Lourdes Academy
 - 8 South Miami Senior High School

- 26C**
- 1 Archbishop Carroll High School
 - 2 Coral Reef Senior High School
 - 3 Coral Shores High School
 - 4 Felix Varela Senior High School
 - 5 Homestead Senior High School
 - 6 Island Christian High School
 - 7 Keys Gate Charter High School
 - 8 Somerset Academy Silver Palms
 - 9 South Dade Senior High School

- 26D**
- 1 Cayman Prep & High School
 - 2 Clifton Hunter High School
 - 3 John Gray High School
 - 4 St. Ignatius High School
 - 5 Triple C High School



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October 29, 2012

David McCampbell
Florida District of Key Club
1801 N. Flagler Drive, Suite 416
West Palm Beach, FL 33407

Dear David:

IRS has a requirement regarding conflict of interest that may arise in a tax-exempt organization. It is specifically for those instances where an officer or director might benefit from a business transaction made by the organization's Board of Directors. It only applies to those transactions where an officer or director would be in a position to cast a vote on a transaction that benefits that specific officer or director.

If your Organization is dealing with a business transaction, (for example, the purchase of office equipment) that would benefit one of the Directors who is present when the vote is taken on that specific issue; then that person should not vote on the issue. It is permissible for that person to offer opinion or other information, but should not vote.

In this example, there is only a conflict of interest if the Board first decides that a conflict of interest exists. This is an important distinction; there is no conflict of interest if the Board first declares that none exists.

IRS has provided "Appendix A: Sample Conflict of Interest Policy" which contains appropriate wording for such a policy. At it's next BOD meeting, your Organization should pass a motion to adopt the procedure as specified in the attached sample. The motion should include a provision that Appendix A be a part of the minutes. The procedure would then be used only if the BOD first decides a conflict of interest exists.

Please provide me with a copy of the minutes of your BOD meeting where this action was approved; I need to have proof that this was done should IRS make an inquiry regarding your Foundation's tax exempt status.

Please let me know if you have any questions.

Sincerely,



William Ringelstein

Florida District of Key Club International



Policies and Procedures

Title: Conflict of Interest Policy

Scope

This document contains the IRS required policy for a 501(c)(3) organization and describes how the organization will handle situations where an officer or director would be in a position to cast a vote on a transaction that benefits that specific officer or director.

Statement of Authority

These Procedures in full or in part are subject to approval by the Boards of Trustees of the Florida District of Key Club and the Florida District of Kiwanis.

Dates of Approval

Florida District of Key Club: January 6, 2013
Florida District of Kiwanis: February __, 2013

Authorizing Signatures

Key Club District Secretary

Kiwanis Executive Director

Conflict of Interest Policy

Article I Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest (Organization) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of Interest applicable to nonprofit and charitable organizations.

Article II Definitions

1. Interested Person

Any director, principal officer, Or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy
- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member on the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or *collectively*, is prohibited from providing information to any committee regarding compensation.

Article VI Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,

- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII
Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.