

Kiwanis Club of Skidaway

Meeting of the Board of Directors Merrill Lynch Board Room—November 14, 2016

Present	Officers	Office	Present	Directors
✓	Ben Gustafson	President	✓	Charlie Arraiz
✓	Tom Stephens	President-Elect	✓	Tim Baldwin
✓	Jan Wright	VP/Secretary	✓	Dave Fox
✓	Bruce Schneidewind	VP/Treasurer	✓	Thom Greenlaw
✓	Joyce Glenn	Past President		Kevin O'Neil
	Dan Umbel	Advisor	✓	Peter Pickerill
	Guests		✓	Cecilia Russo
			✓	Jen Singeisen
				Jim Smart

1. Welcome & Call to Order

Mr. Gustafson welcomed everyone and called the meeting to order at 8:05 AM.

2. Secretary's Report

Ms. Wright confirmed a quorum. The minutes of the October 17 meeting were **approved** as written.

Before considering new member applications, there was a discussion of new member orientation policies and practices and how to ensure prospective members learn enough about our club to make an informed decision about joining and to get involved in club activities, fundraising and service projects. **Agreed:** Prospective members are not required to attend new member orientation before their membership application can be considered by the Board. **Action:** The Secretary will revise the membership application form to reflect this.

Membership applications were **approved** for Bobby Gilham and Bill Sichel; another application for which dues had not been paid was tabled pending reconfirmation of interest in joining.

3. Old Business: Membership

Ms. Glenn advised that Ms. Glenn (chair), Ms. Singeisen, Mr. Arraiz, Mr. Pickerill and Ms. Floyd are members of the membership committee. After discussion, it was **agreed** that all new member applications will be sent to the Secretary in the first instance, who will provide an electronic copy to the Membership chair. The membership team will then follow up with new member sponsors on readiness of applicants to join and plans for providing new member orientation, helping them get involved, and ensuring they get connected with other members. Possible new tools for helping prospective members learn about our club were discussed. Among these: a video or narrated PowerPoint presentation about our club and a list of key points that sponsors should share with prospective members before they apply to join. Several directors cautioned against undue formality.

Ms. Glenn briefly discussed ways to recruit new members: word of mouth, inviting prospects to our weekly meetings and to socials where they can meet other members beyond Board members.

4. Treasurer's Report

Mr. Schneidewind reviewed the first month's financial statements and preliminary Chili Cook-Off results. While some revenue is still expected and some expenses still need to be paid, he reported this year's signature event is expected to net over \$14,000 (compared to \$15,059 in 2015).

5. Chili Cook-Off

Members congratulated chairman Al Stiles on a successful event. Discussion focused on the need to have:

- a co-chair for all fundraising events
- event checklists
- a completion report on what worked well and areas for improvement

Action: Mr. Gustafson will ask this year's Chili Cook-Off team to write up an event check-list and recommendations for next year. Messrs. Gustafson and Stephens will consult on Chili Cook-Off leadership for next year.

6. President's Report

iPlan Survey: Mr. Gustafson facilitated a review of Kiwanis International's iPlan document, which had been distributed in advance. **Action:** Elements of the plan will be revisited in a future meeting.

Special Olympics: Mr. Gustafson reported that our Fall Bowling event went well and Kiwanis ongoing support was appreciated.

7. Other Reports

Corporate Sponsor Committee: Mr. Baldwin led a discussion of a one-page overview of a proposal to put more structure around our management of sponsor relationships, which he had prepared and distributed in advance. Discussion centered on three roles—sponsor sales, sponsor leadership, and sponsor liaison—and how a collaborative three-team structure could be beneficial. **Action:** Messrs. Gustafson, Baldwin and Heeder will meet to review the proposal and will report back to the Board at a future meeting.

8. Adjournment and Next Meeting

The meeting was adjourned at 9:42 AM. The next meeting is will be **December 12**, at the Merrill Lynch board room, starting at 8:05 AM.

Jan Wright
Secretary