Capital District, Kiwanis International

August 2023 Board of Trustees Meeting

Agenda Point – Modify Lt. Governor Reimbursement Policy for Midyear Conferences

Background

The current policy for Lt. Governors for Midyear conferences is not consistent with current practice for Capital District Kiwanis and was reviewed by the 2019-2020 Finance Committee. However, the reimbursement policy has since been changed and it was agreed by the committee that an update was required.

Current practice only provides for mileage for Lt. Governors to attend the Midyear Conference while the current district policy states in Section 11(C) c(ii) and (iii) of the policy code states:

> ii. registration fees for Regional Conferences. These fees will be included in the Conference budget. Other reimbursable expenses may be granted as provided in the Conference budget.
>
> > 1. Reimbursement of Trustees and Lt. Governors for registration costs (not including late fees) and meal functions shall be provided for in the District Budget within individual line items, when possible. These are not expenses of the Meeting. Which costs will be reimbursed to Trustees and Lt. Governors after attendance at Meeting shall be communicated at the beginning of the Kiwanis year after adoption of the Capital District Kiwanis Budget.
>
> iii. (blank)

The current language also includes language for Trustees which is incorrect. Current practice does not directly reimburse Lt. Governors as well.

The language for District Trustees under Section 11(C) b(i) more closely resembles the current practice for Lt. Governors except for reimbursement for lodging. Therefore it was requested that a new policy for Lt. Governors' reimbursement be developed to replace the current language.

RECOMMENDATION

The committee recommends the following changes to strike Section 11(C)c(ii) of the policy code and replace with a new section:

> ii. registration fees, meal costs, and cost of all functions for the Regional or District-Wide Midyear Conference. These costs will be included in the Conference budget. Other reimbursable expenses may be granted as provided in the Conference budget.

The Committee also recommends deleting the blank Section 11(C)c(iii) and renumbering the subsequent sections.

Operational Impact

If approved by the Board, the Executive Director will modify and publish a revised policy code.

Lt. Governors will no longer receive mileage to Midyear Conference but will instead have the cost of basic registration and meals at Midyear Conference. Lodging at Midyear conference remains unchanged as a responsibility of the Lt. Governor.

Financial Impact
N/A

Respectfully submitted,

David Lurie
Chair, Bylaws and Policy Committee
Capital District Kiwanis