



Kiwaniis®

Louisiana-Mississippi-West Tennessee District

MINUTES OF THE NOVEMBER 2022 BOARD MEETING

November 18-19, 2022

Hampton Inn & Suites, Ridgeland, MS

Bruce Hammatt, Governor, Presiding

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met for its November meeting on Friday, November 18, 2022, and Saturday, November 19, 2022. Governor Bruce Hammatt called the meeting to order at 5:00 PM and established a quorum with the following present:

Governor, Bruce Hammatt
Governor Elect Designate, Rogena Woods-Mitchell
Immediate Past Governor, Rick Latiolais
Region I Trustee, John A. Fry
Region II Trustee, R. Fred Pitts
Region III Trustee, Tom Osburn
Region V Trustee, Laura Gilliland
Region VI Trustee, Andrew Dozier
Executive Director, Jen Robertson

Invocation and Defining Statement by Governor Elect Designate. Opening Remarks by Governor.

Executive Session (suspended)

August 20, 2022, Board Meeting Minutes

The August 20, 2022, Board Meeting Minutes were considered. John Fry made a motion to adopt the minutes as presented (exhibit A). Fred Pitts seconded the motion. All voted in favor. Motion carried.

Ongoing Business

The March Board Meeting will be held virtually on March 11, 2023, at 8am. The May Board Meeting was scheduled for May 12-13, 2023, in Baton Rouge, LA, in conjunction with Lieutenant Governors' training. The Lieutenant Governors' training was relocated to Ridgeland, MS. John Fry made a motion to move the May Board Meeting from Baton Rouge, LA, to Ridgeland, MS, to align with the revised Lieutenant Governors' training location. Laura Gilliland seconded the motion. All voted in favor. Motion carried.

Next, the Board discussed:

- Key Leader Conferences: South on November 4-6, 2022, in Greenwell Springs, LA, and North on April 28-30, 2022, in Eva, TN;
- Circle K Convention on February 17-18, 2022, in Baton Rouge, LA;
- Other SLP organizations and programs;

- Mid-Year Regional Education Conference locations; and
- District Service Project (AEDs).

Board Committee Reports

The Board discussed the **Bylaws and Policies Committee**. Chair Fred Pitts presented revisions for the District Convention & Conferences Policy (exhibit B). John Fry made a motion to adopt the revised District Convention & Conferences Policy as presented. Rick Latiolais seconded the motion. All voted in favor. Motion carried.

The Board discussed the **Education Subcommittee**. Chair Tom Osburn presented the **2023 Mid-Year Regional Education Conference topics**: membership, District Foundation grant process, and signature projects.

Chair Tom Osburn presented the structure and education topics for **2023 CLE**: training of one position (President, 1.5 hr; Secretary, 1 hr; Treasurer, 1 hr; Membership Chair, 1 hr; and Board Training, 1 hr) will be held per week over a five-week period with a makeup session for each at District Convention. The Board would like these virtual trainings to be recorded and shared on the website.

The Education Subcommittee will start working on the **2023 DCON Education Sessions**. The Board expressed interest in having a training workshop for new clubs on how clubs should function.

Chair Tom Osburn presented the concept of **virtual monthly education meetings**. After much discussion, the Board would like the sessions to start in December and to cover the Signature Project Submission Process. Governor Bruce Hammatt will work with Greg Beard to schedule. The Board expressed interest in creating a FAQ on the website from the questions discussed during these virtual sessions. To incentivize participation, John Fry moved to create a drawing for each session in which one participant will win a \$25 discount on DCON registrations, up to \$400 this year. Rogena Woods-Mitchell seconded the motion. All voted in favor. Motion carried.

The Board discussed the **Budget & Finance Committee**. Chair John Fry presented the LAMSTN District Statement of Financial Position (exhibit C), the LAMSTN District Profit and Loss Statement (exhibit D), the Key Club Budget vs Actual Statement (exhibit E).

The Board reviewed **club dues status**. As of November 16, 2022, 11 clubs have paid their dues (\$19,412) while 103 clubs owe dues (\$153,732).

The Board discussed the District's **starting membership number** for 2022-2023: 3,674 members.

Executive Director Jen Robertson presented **options for the District office**: (1) close the office and both District positions will work from home, (2) relocate to The Bug Man Pest Services though timeline is unclear with current building renovations, or (3) relocate the office to Celtic Studios with a one-year lease and reconsider The Bug Man Pest Services option prior to Celtic lease renewal. John Fry moved to sign a one-year lease with Celtic Studios and re-evaluate prior to lease renewal. Rogena Woods-Mitchell seconded the motion. All voted in favor. Motion carried.

District Key Club Administrator Judi Zimmerman joined the meeting via zoom to discuss the **2022-2023 Key Club budget** (exhibit F). Judi Zimmerman shared Key Club leadership has only three Lieutenant

Governor positions filled. The Board expressed interest in seeing the Key Club Budget prior to the start of the Key Club year (April to March). Judi Zimmerman will work with Jen Robertson to develop and present the 2023-2024 Key Club budget to the District Board at the March board meeting. Finance Committee Chair John Fry expressed willingness to support the development of the 2023-2024 Key Club budget and the continued work on the 2022-2023 Key Club budget throughout the year.

District Circle K Administrator Sidney Guidry joined the meeting via zoom to discuss the **2022-2023 Circle K budget** (exhibit G). Sidney Guidry shared Circle K leadership only has the Governor position filled. The Board discussed how to create a better path from Key Club membership to Circle K membership to Kiwanis Club membership. One idea is to encourage mentorship by Kiwanis Club clubs of Circle K members to foster future Kiwanis membership. Membership Subcommittee Chair Rogena Woods-Mitchell said she will add a Circle K focused position on the Membership Subcommittee. The Board discussed doing a better job of promoting the Circle K brand and opening one new Circle K per year.

Executive Director Jen Robertson presented options of **District bank account consolidations**. Fred Pitts moved to consolidate (1) Kiwanis District accounts to only an operating and savings account, (2) Circle K accounts to only an operating account, and (3) Key Club accounts to an operating and savings account. Consolidations will be executed at a time of ease to not complicate Kiwanis International dues deposits. Andrew Dozier seconded the motion. All voted in favor. Motion carried.

The Board discussed the **Membership Subcommittee**. Chair Rogena Woods-Mitchell shared an update on the **Healthy Club Boot Camp**. Sessions are going very well. The software being used, Canvas, has a large learning curve. The Board expressed desire for a one pager fully explaining the program.

Chair Rogena Woods-Mitchell shared an update on **new club openings**. Red River Parish, LA recently opened in October with 50 members. Club opening of Ridgeland, MS is scheduled for the end of November.

Chair Rogena Woods-Mitchell discussed the District goal of **strengthening four clubs above Charter strength**. The Board discussed identifying and targeting ten clubs below Charter strength.

New Business

The Board considered **Key Leader Financial Administration**. Key Leader South event coordinators and club want the District to oversee event finances. Key Leader North event coordinators and club do not want the District to oversee event finances. The Finance Committee will reach out to Key Leader North coordinators to investigate further.

The Board considered **outdated Distinguished Kiwanian Pins and surplus office equipment** at the District office. Fred Pitts moved to recycle or dispose of pins and liquidate the surplus office equipment. Laura Gilliland seconded the motion. All voted in favor. Motion carried.

The Board considered **Division 9 boundary changes** to move Red River Parish from Division 9 to Division 11 to better align the Kiwanis Club of Red River Parish with its sponsor club, Kiwanis Club of Natchitoches. John Fry made a motion to move Red River Parish to Division 11. Rogena Woods-Mitchell seconded the motion. All voted in favor. Motion carried.

The Board considered the District **Key Club and Circle K Scholarship Programs**. Fred Pitts moved to allow the District Foundation to administer the scholarship programs with a Scholarship Committee

consisting of one (1) District Board Member to be appointed by the Governor, one (1) Foundation Board Member to be appointed by the Foundation President, and three (3) at large members to be appointed by the Foundation, of which each is from one of the three states of the District (a LA representative, a MS representative, and a TN representative). Rogena Woods-Mitchell seconded the motion. All voted in favor. Motion carried. Governor Bruce Hammatt appointed Education Chair Tom Osburn.

The Board considered the **Past District Officers' Organization (PDO)**. John Fry moved to request an annual PDO budget to be presented at the May District Board meeting. The Bylaws & Policies Committee will provide an update at the March District Board Meeting on how the PDO is fulfilling its purpose as stated in the PDO Bylaws.

District Calendar

The Board reviewed dates throughout the Kiwanis year.

January 2023

- 13-15 North American Governors Conference
- 13-15 Key Club District Administrators Meeting
- 15 Deadline for District Circle K and Key Club Scholarships
- 21 Mid-Year Regional Conference, Region V, Hammond, LA
- 28 Mid-Year Regional Conference, Region III, Ocean Springs, LA

February 2023

- 4 Mid-Year Regional Conference, Region VI, Lafayette, LA
- 11 Mid-Year Regional Conference, Region VII, Monroe, LA
- 18 Mid-Year Regional Conference, Region I, Jackson/Germantown, TN
- 20-24 K-Kids Week
- 25 Mid-Year Regional Conference, Region IV, New Orleans, LA
- 24-25 Circle K District Convention

March 2023

- 4 Mid-Year Regional Conference, Region II, Tupelo, MS
- 6-10 Aktion Club Week
- 11 Kiwanis District Board Meeting, virtual
- 20-24 Builders Club Week
- 31 Submission deadline for District's prior FY statements to KI

April 2023

- 14-16 Key Club District Convention, The Grand Hotel, Natchez, MS
- TBD District Foundation Board Meeting, Ridgeland, MS
- TBD Circle K District Board Training Conference & Board Meeting
- 28-30 Key Leader, North

May 2023

- 4-7 2023-2024 Key Club Governor & Administrator Training Conference
- 12-13 2022-2023 Kiwanis Lt. Gov Training Conference, Ridgeland, MS
- 12-13 2022-2023 Kiwanis District Board Meeting, Ridgeland, MS
- TBD 2023-2024 Key Club District Board Training Conference & Board Meeting

June 2023

- TBD 2022-2023 CLE Training, Summer 2023
- 22-25 108th Annual Kiwanis International Convention, Minneapolis, MN

July 2023

- 21-24 Key Club International Convention

21-24 Circle K International Convention

August 2023

4-6 105th Annual LaMissTenn District Convention, DoubleTree by Hilton, Lafayette, LA

TBD 2023-2024 Kiwanis District Board Meeting

Future District Conventions

2024 106th Annual LaMissTenn Kiwanis District Convention, TBD, August 2-3

2025 107th Annual LaMissTenn Kiwanis District Convention, TBD, August 1-2

Future Kiwanis International Conventions

2023 108th Annual KI Convention, Minneapolis, MN, June 21-24

2024 109th Annual KI Convention, Denver, CO, July 3-7

2025 110th Annual KI Convention, Pittsburgh, PA, June 25-28

Next, the Trustees, Governor, Governor Elect Designate, and Immediate Past Governor made closing remarks emphasizing the importance of transparency, gratitude, and teamwork.

The meeting was adjourned at 12:05 PM.



Kiwanis®

Louisiana-Mississippi-West Tennessee District

MINUTES OF THE FALL 2022 BOARD MEETING

August 20, 2022, 8:00 AM virtual meeting

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met for its fall meeting virtually on Saturday, August 20, 2022. Governor Designate Bruce Hammatt called the meeting to order at 8:07 AM and established a quorum with the following present:

Governor, Rick Latiolais
Governor Designate, Bruce Hammatt
Governor Elect Designate, Rogena Woods-Mitchell
Region I Trustee, John A. Fry
Region II Trustee, R. Fred Pitts
Region III Trustee, Tom Osburn
Region IV Trustee, Marcel Lashover
Region V Trustee, Laura Gilliland
Region VI Trustee, Andrew Dozier
Region VII Trustee, Malissa Sweeney (joined late)
Executive Director, Jen Robertson

Invocation, Defining Statement, Opening Remarks by Governor Designate, Governor Elect Designate, and Executive Director

Executive Session (suspended)

Consent Agenda

The Consent Agenda was considered. Fred Pitts made a motion to adopt the Consent Agenda as presented. The motion was seconded by Rogena Woods-Mitchell. All voted in favor. Motion carried.

Region III Trustee Replacement Appointment

The Board considered the vacancy of the Region III Trustee position with the previous Trustee's election to Governor Elect Designate. Rogena Woods-Mitchell made a motion to appoint Tom Osborn of Vicksburg, MS to fill the Region III Trustee position on October 1, 2022, with one year remaining in the term. The motion was seconded by Fred Pitts. All voted in favor. Motion carried.

Ongoing Business

Future meetings will be held in Baton Rouge, LA on November 18-19, 2022, virtually on March 11, 2023, and May 12-13, 2023, in Baton Rouge, LA, in conjunction with Lieutenant Governors' training.

Next, the Board considered Key Club's request for funding to purchase 1,000 rubber bracelets to be sold at the Key Club fall rally as a fundraiser. The bracelets will identify Kiwanis, Key, Club, and entire Kiwanis family. John suggested purchasing 2,000 bracelets thinking the cost would be ~\$450 to the District. Rogena Woods-Mitchell moved to provide up to \$450 for 2,000 bracelets. Marcel Lashover seconded the motion. All voted in favor. Motion carried.

Board Committee Reports

The Board discussed the **Policy, Procedure, and Governance Committee**. Chair Rogena Woods-Mitchell presented plans to mirror Kiwanis International's Five Key Elements strategy. The Education Subcommittee will identify subject matter for the Mid-Year Regionals and 2023 District Convention education sessions.

The Board discussed the **Investment and Finance Viability Committee**. Chair John Fry presented the proposed 2022-2023 District Budget. John Fry made a motion to adopt the budget as presented. The motion was seconded by Fred Pitts. All voted in favor. Motion carried. In addition to new club openings, the Membership Subcommittee will focus on engaging current members through club boosting efforts, club boot camp, and What's Brewing.

District Calendar

The Board reviewed dates for future District Conventions. The 105th District Convention will be held August 4-6, 2023, at the DoubleTree in Lafayette, LA. The 106th District Convention will be held August 2-3, 2024, likely in Memphis, TN or Tupelo, MS. The 107th District Convention will be held August 1-2, 2025, location TBD.

Next, the Board reviewed dates for future Kiwanis International Conventions. The 108th KI Convention will be held on June 21-24, 2023, in Minneapolis, MN. The 109th KI Convention will be held on July 3-7, 2024, in Denver, CO. The 110th KI Convention will be held on June 25-28, 2025, in Pittsburgh, PA.

Next, the Board reviewed the District calendar of events through September 30, 2023. Fred Pitts suggested the District consider holding CLE training in May or June to avoid the vacation heavy months of July and August while also expressing the advantageous of virtual training compared to no training. Bruce Hammatt suggested the Board consider holding a meeting in conjunction with District Convention while everyone is together rather than later in August.

Next, the Trustees and Executive Director made closing remarks emphasizing the importance of transparency, accountability, and communication.

Fred Pitts made a motion to adjourn the meeting at 10:20 AM. The motion was seconded by Laura Gilliland. All voted in favor. Motion carried.

LA.-MISS.-W.TENN. KIWANIS POLICIES
SECTION 800: DISTRICT CONVENTIONS & CONFERENCES

800 DISTRICT CONVENTIONS

- 800.1** The District Convention shall be held annually to provide fellowship, motivation, inspiration, administrative methods, and Kiwanis knowledge and objectives for club members and leaders, with special emphasis on club presidents-designate and secretaries-designate to better prepare them to fulfill the duties and responsibilities of the offices they are to assume.
- 800.2** The preferred time frame of the District Convention shall be the first weekend in August. The District Convention should not be less than two (2) days or more than three (3) days in duration. The Executive Director should inform Kiwanis International of the dates and location of the upcoming annual district conventions, to be provided to the International President-Elect by December 15.
- 800.3** A District Convention must be held within the boundaries of the Louisiana-Mississippi-West Tennessee District, unless prior approval has been secured from the International Board.
- 800.4** The Governor has the responsibility to plan and develop the convention program. The Governor-Elect has the responsibility for any education of incoming club officers and lieutenant governors and for the forums and educational sessions. The program should include noteworthy and/or inspirational speakers that will encourage additional attendance. Adequate time should be provided for forums and educational sessions that focus on the day-to-day responsibilities of club, division, and district officers.
- 800.5** Special efforts should be made to encourage representation by all clubs, especially the incoming club officers and all members of new clubs. The convention should be held in a city that is convenient to club members. Costs should be reasonable so persons are not discouraged to attend for financial reasons.
- 800.6** When space permits, exhibits of club projects should be encouraged, especially worthwhile projects that other clubs can adopt.

801 DISTRICT MID-YEAR EDUCATION CONFERENCE

~~**801.1** A mid year conference should be held annually to further the programs of Kiwanis through fellowship, inspiration, and forums which provide an opportunity for discussion among club members and officers relating to club services and administration.~~

(COMBINE 801.1 & 801.4)

- 801.1** A Mid-Year Education Conference or multiple Mid-Year Regional Education Conferences should be held annually to further the programs of Kiwanis through fellowship, inspiration, and forums which provide an opportunity for discussion among club members and officers relating to club services and administration.
- 801.2** For multiple Mid-Year Regional Education Conferences, one will be held in each of the seven Regions of the District, planned by the Trustee of the respective Region. The Governor-Elect will determine whether one Mid-Year Education Conference or multiple Mid-Year Regional Education Conferences will be held.
- ~~**801.2** When the Kiwanis International Convention is planned for a location away from North America, the District Board may plan for a District-wide, Mid-Winter Conference, at a suitable location, convenient to the majority of the members of the District.~~
- ~~**801.3** When the Kiwanis International President makes his/her official visit to the La. Miss. W.Tenn. District, a Mid-Winter Conference is the preferred event to host the visit, attracting a larger audience of Kiwanians than would a separate event.~~
- ~~**801.4** In other years, the District Board will plan for multiple Mid-Year Conferences, one held in each of the seven Regions of the District, planned and hosted by the Trustee of the respective Region.~~
- 801.3** The Mid-Year Regional Conference will serve as the Governor's Official Visit to each of the divisions within that region. If one Mid-Year Conference is held, the Governor's Official Visit will be scheduled as convenient by the Governor.

802. DISTRICT CONVENTION & ~~MID-WINTER~~ MID-YEAR EDUCATION CONFERENCE OR REGIONAL CONFERENCES GUIDELINES

- 802.1** See Article X and XI, District Bylaws.
- 802.2** The District Executive Director shall be the Convention Manager. As such, he/she shall:
- A.** Assist the Governor in the preparation of the Convention Program, including the selection of speakers.
 - B.** Assist the Host Committee in the preparation of the Convention Budget, to be presented to the District Board for approval no later than at the Spring Board Meeting prior to the District Convention.
 - C.** Review, sign or approve all contracts and agreements with hotels, convention facilities and purveyors of services for all conventions and conferences.
 - D.** Develop, in cooperation with the Host Committee, the system for handling registration, hotel reservations, and the collections of fees and charges.
 - E.** Make the payments from Convention Funds for all services rendered and all approved invoices.
- 802.3** The District Convention Committee ~~for the year in which the Convention~~ is held shall be responsible for all matters pertaining to the District Convention for that year. Inasmuch as the District Convention is the responsibility of the District, the District Convention Committee shall be composed of the District Governor, the District Governor-Elect, the District Executive Director (Convention Manager), the District Administrative Assistant (Registration Manager), the Trustee for the Region, the Lieutenant Governor(s) of the Host Division, the District Convention Host Committee Chairman (who shall be appointed by the Governor from the host Club or Division), and such other members as may be appointed by the Chairman and approved by the Governor.
- 802.4** The Host Division may arrange for entertainment, optional tours and programs, dinners, spouses' program, and youth activities, but any and all arrangements requires committee approval.
- 802.3** The International Representative assigned to the District for the subsequent year shall be the speaker for the fellowship luncheon.
- 802.5** The District Executive Director shall file a financial report of the Convention no later than 45 days after the Convention or September 30, whichever occurs first.
- 802.7** Suitable mementos should be presented to the International Representative and the District Governor, purchased from funds allocated from registration fees. Dollar amounts for the mementos should be based on prior convention budgets and local options.
- 802.8** Hospitality for the **senior** International Representative shall be the responsibility of the ~~Governor-Elect~~. **Convention and coordinated by the Governor-Elect.**
- 802.9** Lists of Delegates, Alternates and Delegates-At-Large shall not be available to any group or individuals before or during the Convention for any purposes other than required by the Bylaws or as necessary for conducting a District Convention.
- 802.10** **The Convention may provide complimentary registrations and rooms for the Governor and spouse, Governor-elect and spouse, Immediate Past Governor and spouse, Executive Director, Administrative Assistant, Key Club Governor, Key Club Administrator, Circle K Governor, Kiwanis International President and spouse, Kiwanis International Trustee Counselor and spouse, and Kiwanis International Staff who are invited session presenters. Registration may be provided to the Host Convention Committee Chair. Others may be added to this list as approved by the Kiwanis Board of Trustees.**
- 802.101** Any and all funds received for registration fees and other miscellaneous funds received in conjunction with a District Convention, ~~Mid-Winter~~**Year Education Conference, Mid-Year Regional Education Conferences,** or a District function at an International Convention, shall be deposited in the Kiwanis Convention & Conference Fund. If expenses exceed the income, it shall be the responsibility of the District to pay the difference, out of the surplus funds of the District designated for Conventions & Conferences.
- 802.112** The District Board of Trustees shall establish and maintain a Convention and Conference Surplus Fund of fifteen thousand dollars (\$15,000.00) **annually.** ~~in part, by budgeting a five dollar (\$5.00) per registrant fee to be paid as part of the registration fees of each meeting.~~ Profits realized from conventions and conferences shall also be used to develop this fund. ~~The five dollar fee will be waived by the District Budget Committee once the surplus fund has reached the pre-determined amount.~~

802.13 ~~Each District Convention, and Mid-Winter~~ **Year Education Conference, or Mid-Year Regional Education Conferences** shall be self-sustaining; the expenditures included in the budget shall not exceed the registration fees, meal costs and other income. Other meetings may or may not be self-sustaining, but financially should be within the amounts budgeted by the District.

803. CONVENTION SITE CRITERIA

803.1 An invitation by a Kiwanis Club or division for holding an annual District Convention in its city shall be extended in accordance with the District Bylaws, Article VIII, Section 2. The Kiwanis Club and Division must express a willingness to assume the operating responsibility for the Convention under the direction of a Convention Committee Chairman, designated by the Governor, in accordance with District Bylaws, Article X. Said invitation must be received in writing by the District Executive Director no later than May 1st.

803.2 The following criteria must be met for an invitation to be considered by the District Board of Trustees:

- A.** At least 150 suitable hotel rooms within a minimum number of properties.
- B.** An auditorium with seating for at least 350 persons equipped with necessary audio-visual facilities for conducting meetings.
- C.** Separate and suitable banquet facilities for seating and serving at least 350 persons and providing the essential audio-visual equipment, to allow for meal functions to be held immediately following business meetings on Saturday evening and Sunday morning.
- D.** An adequate number of breakout rooms available for workshops, forums, and smaller committee meetings.
- E.** Suitable facilities for serving luncheons for other occasions, including the spouses' functions, **if supported by the Convention Committee.**
- F.** Adequate space shall be provided for registration activities, for displays of the District Chairmen, for displays for the candidates for Governor-Elect, and future convention sites.
- G.** A definite written agreement shall be concluded with the hotels and motels on the number of complimentary sleeping and meeting rooms allocated in relation to total number of rooms sold.
- H.** Rates for convention housing shall be negotiated in advance with all hotels and motels offering their facilities and services.

804 SELECTION OF FUTURE CONVENTION SITES

804.1 Upon receiving the written invitation from a club or division, the Executive Director shall advise the District Board of the locations, and shall schedule a visit to the proposed convention site. If appropriate, the Executive Director will invite a Board Member and the Lieutenant Governor of that division to look over meeting and banquet facilities, sleeping accommodations, suggested menus, and other features of the convention city.

804.2 The Executive Director will report back to the Board of Trustees at the next Board Meeting and advise the members of the results of the on-site investigations.

804.3 The Board of Trustees will determine the location of the next open convention, based upon the information presented.

804.4 The Board of Trustees shall attempt to confirm the dates and locations of the Annual district conventions at least three (3) years in advance.

804.5 Funding to defray the necessary and reasonable expenses for the Executive Director to conduct the Convention Site Reviews shall be funded from the Convention and Conference Fund.

804.6 The District Board will regularly update and maintain Policy 803 concerning Convention Site Criteria, based upon the actual usage of rooms at prior convention

805 MID-WINTER YEAR EDUCATION CONFERENCE OR REGIONAL CONFERENCES SITE CRITERIA

805.1 ~~For the Mid-Winter Year Education Conference, the~~ **For the Mid-Year Education Conference,** the District Board will select a city to host the ~~Mid-Winter Year Education~~ **Mid-Year Education** Conference that is central for the majority of the membership of the District.

- A.** ~~The Executive Director will research a hotel and/or facility that will closely meet the following criteria~~

and report the results of the search to the District Board of Trustees:

- a. At least 100 suitable hotel rooms within a minimum number of properties.
 - b. An auditorium with seating and banquet facilities for at least 300 persons equipped with necessary audio-visual facilities for conducting meetings.
 - c. An adequate number of breakout rooms available for workshops, forums, and smaller committee meetings.
 - d. Adequate space shall be provided for registration activities and displays.
 - e. A definite written agreement shall be concluded with the hotels and motels on the number of complimentary sleeping and meeting rooms allocated in relation to total number of rooms sold.
 - f. Rates for convention housing shall be negotiated in advance with all hotels and motels offering their facilities and services.
- B.** The Mid-Winter Year Education Conference shall be held between the second week of January and the third weekend of February, and should be scheduled to avoid any national, state, or local holidays or events.

805.2 For the Mid-Year Education Regional Conferences, each Trustee will attempt to schedule their Mid-Year Education Regional Conference in a suitable location, conveniently located for the majority of the members of the Region.

- A.** Each Trustee will inform the Executive Director of the selected location, address of the facility, and estimated cost of rent, janitorial services, and food and beverages for the conference no later than the August Board Meeting.
- B.** The Mid-Year Conferences shall be held on Saturdays in January, February, and March.
- C.** As a group, the District Board will determine the standard agenda to be followed for the Mid-Year Education Regional Conferences each year. Based on the agenda, the Board will determine the anticipated attendance and the basic meeting space requirements for each respective conference.

~~**805.2** The Executive Director will research a hotel and/or facility that will closely meet the following criteria and report the results of the search to the District Board of Trustees:~~

- ~~A. At least 100 suitable hotel rooms within a minimum number of properties.~~
- ~~B. An auditorium with seating and banquet facilities for at least 300 persons equipped with necessary audio-visual facilities for conducting meetings.~~
- ~~C. An adequate number of breakout rooms available for workshops, forums, and smaller committee meetings.~~
- ~~D. Adequate space shall be provided for registration activities and displays.~~
- ~~E. A definite written agreement shall be concluded with the hotels and motels on the number of complimentary sleeping and meeting rooms allocated in relation to total number of rooms sold.~~
- ~~F. Rates for convention housing shall be negotiated in advance with all hotels and motels offering their facilities and services.~~

~~**805.3** The Mid-Winter Conference shall be held between the second week of January and the third weekend of February, and should be scheduled to avoid any national, state, or local holidays or events.~~

~~**806** MID-YEAR REGIONAL CONFERENCE SITE CRITERIA~~

~~**806.1** As a group, the District Board will determine the standard agenda to be followed for the Mid-Year Regionals each year. Select a city to host the Mid-Winter Conference that is central for the majority of the membership of the District. Based on the agenda, the Board will determine the anticipated attendance and the basic meeting space requirements for each respective conference~~

~~**806.2** Each Trustee will attempt to schedule the Mid-Year Conference in a suitable location, conveniently located for the majority of the members of the Region.~~

~~**806.3** Each Trustee will inform the Executive Director of the selected location, address of the facility, and estimated cost of rent, janitorial services, and food and beverages for the conference no later than the November Board Meeting.~~

~~**806.4** The Mid-Year Conferences shall be held on Saturdays in January, February, and March.~~

807 INTERNATIONAL PRESIDENT'S OFFICIAL VISIT TO THE DISTRICT

- 807.1** Unless scheduling prohibits it, the International President's Visit to the La.-Miss.-W.Tenn. District shall be held at ~~the time of a Mid-Winter Conference~~ **District Convention**.
- 807.2** The District Executive Director, working in consultation with the Governor, shall make plans and arrangements for the official visit of the International President's Visit to the District.
- 807.3** The District Governor, assisted by a host Lieutenant Governor and others who may be appointed, shall be responsible for the hospitality for the International President's Official Visit to the District, except as otherwise stated in these Policies.
- 807.4** A sum of not less than \$100.00 or more than \$250.00 shall be allocated from the fee charged for the meeting and/or from the District Treasury to purchase a suitable memento to be given to the International President on the occasion of the Official Visit to the District.

808 CONVENTIONS AND CONFERENCES REGISTRATION FEES

- 808.1** All persons attending a District Convention, ~~or Mid-Winter~~ **Year Education Conference, or Mid-Year Regional Education Conferences** must be properly registered to attend the meeting, paying the approved registration fee for the meeting and for any additional meal costs (if separate from the registration fee) as approved and published by the District Board. All members of Kiwanis clubs will be required to register at the established member fee. Only those persons not holding membership in a Kiwanis club may register at the spouse/guest fee.
- 808.2** Appropriate payment must accompany the registration form. **Online registration form is acceptable.**
- 808.3** Any cancellation requests must be made in writing to the District Office. Telephone requests for cancellations are not acceptable.
- 808.4** There will be a \$20.00 deduction per registration for any cancellations postmarked **or emailed** within four (4) weeks of the official starting date of the District meeting.
- 808.5** No refunds of any kind will be issued if the request for cancellation is postmarked **or emailed** within ~~one (1)~~ **two (2)** weeks of the official starting date of the District meeting.
- 808.6** All voting delegates must pay the appropriate member registration fee.
- 808.7** No spouse, partner, or guest of any Kiwanian may attend any session, forum, or other activities at the Kiwanis District Convention unless such person has paid the appropriate registration fee.

809 STANDING RULES FOR THE HOUSE OF DELEGATES AT CONVENTION

- 809.1 Rule 1** - Only delegates may be seated in the area designated for delegates.
- 809.2 Rule 2** - Only delegates with official delegate credentials may present or speak on motions and vote.
- 809.3 Rule 3** - No delegate may speak more than 3 minutes at a time unless allowed to do so by a majority vote of the delegates.
- 809.4 Rule 4** - No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
- 809.5 Rule 5** - Any main motion or amendment shall be written, signed by the maker and seconder, and presented to the Executive Director before it is moved.
- 809.6 Rule 6** - The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.
- 809.7 Rule 7** - Debate shall alternate between those speaking for and those speaking against a motion.
- 809.8 Rule 8** - A delegate shall not speak for or against a motion and move to close debate on the same recognition.
- 809.9 Rule 9** - Debate on any proposed resolution or amendment to the Bylaws, including all amendments thereto, shall be limited to 20 minutes.
- 809.10 Rule 10** - A motion to move the previous question will not be in order until 15 minutes of debate has taken place or all microphones are clear.
- 809.11 Rule 11** - Candidates for the office of Governor and Governor-Elect may have one nominating speech not to exceed three minutes and a second from the platform not to exceed one minute.

809.12 Rule 12 - Nominating speeches for officers may not be waived.

809.13 Rule 13 - Any candidate who is unopposed for office may be elected by a voice vote.

809.14 Rule 14 - Any of the above rules may be suspended by a majority vote.

809.15 Rule 15 - *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Kiwanis International, the Bylaws of the Louisiana-Mississippi-West Tennessee District, and these standing rules.

810 EXHIBITS

810.1 Permitted Activities

1. District Foundation fundraising activities, such as the Gift Basket Raffle, purchasing raffle tickets for major donated items, etc., and financial support of the activities of the Kiwanis Children's Fund are ~~the only~~ **allowed** fundraising events ~~allowed~~ at the official District events of the District Convention and ~~Mid-Winter~~ **Year Education Conference or Mid-Year Regional Education Conferences**.
2. The distribution and display of Kiwanis-related literature from within the assigned booth space.
3. The distribution and display of information from an outside Nonprofit or Not-for-profit organization, seeking support from Kiwanis clubs to further develop its goals and objectives.
4. The distribution and display of local materials and literature, promoting tourist information, restaurants, and other points of interest.
5. The utilization of audio/visual equipment, so long as the volume does not disturb surrounding exhibitors.
6. The sale, display, or distribution of merchandise, products, goods or services other than for the District Foundation, with prior approval of the Kiwanis District Board.

810.2 Prohibited Activities

1. ~~The sale, display, or distribution of merchandise, products, goods or services other than for the District Foundation.~~
2. Conducting a drawing or any other contest of chance or skill that involves the exchange of money, as in the purchasing of chance or raffle ticket, other than for the District Foundation and Kiwanis Children's Fund, and then only with approval of the Kiwanis District Board of Trustees.
3. Using any sound amplification or lighting equipment or any other technique that is distracting to surrounding exhibitors.

LA-MS-W TN District of Kiwanis International

EXHIBIT C

Statement of Financial Position

As of November 17, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Circle K	
Circle K Operating (1692)	0.00
Circle K Special Events (1714)	737.82
Total Circle K	737.82
Key Club	
Key Club Conventions (1722)	1,753.28
Key Club Operating (1706)	13,590.64
Key Club Savings (2346)	27,584.27
Total Key Club	42,928.19
Kiwanis District	
Kiwanis Conventions (1757)	20,419.29
Kiwanis Operating (1730)	22,239.12
Kiwanis Savings (2354)	36,569.27
PDO Checking (1749)	5,276.92
Total Kiwanis District	84,504.60
Total Bank Accounts	\$128,170.61
Total Current Assets	\$128,170.61
TOTAL ASSETS	\$128,170.61
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
CapitalOne District	6,788.35
Total Credit Cards	\$6,788.35
Total Current Liabilities	\$6,788.35
Total Liabilities	\$6,788.35
Equity	
Retained Earnings	161,057.97
Net Revenue	-39,675.71
Total Equity	\$121,382.26
TOTAL LIABILITIES AND EQUITY	\$128,170.61

LA-MS-W TN District of Kiwanis International

EXHIBIT D

Profit and Loss by Tag Group

October 1 - November 17, 2022

	KEY CLUB	KIWANIS CONVENTION	KIWANIS DISTRICT	PDO	TOTAL
Revenue					
Dues				30.00	\$30.00
Interest Income	30.20		42.67		\$72.87
PDO Reception Payment		500.00			\$500.00
Rally Registrations	2,283.00				\$2,283.00
Total Revenue	\$2,313.20	\$500.00	\$42.67	\$30.00	\$2,885.87
GROSS PROFIT	\$2,313.20	\$500.00	\$42.67	\$30.00	\$2,885.87
Expenditures					
Audit & Accounting			1,150.00		\$1,150.00
Bank Charges & Fees		16.28			\$16.28
Business Insurance			930.90		\$930.90
Copier Lease			510.21		\$510.21
DCON Venue		5,000.00			\$5,000.00
Dst Personel, Admin Assistant			3,056.16		\$3,056.16
Dst Personel, Executive Director			7,908.08		\$7,908.08
ED, Auto & Travel Allowance			1,130.40		\$1,130.40
Fall Exec. Comm. Mtg. (Nov)	1,137.51				\$1,137.51
GATC, Gov's Training Conference	257.99				\$257.99
Key Club Training Rallys (Sept/Oct/Nov)	3,664.56				\$3,664.56
Materials & Supplies	30.00		1,311.21		\$1,341.21
Meetings, Nov/Dec Board Meeting	146.20		338.47		\$484.67
New Club Expenses			592.48		\$592.48
Payroll Taxes & Fees			12,137.23		\$12,137.23
Postage			20.93		\$20.93
Rent & Utilities			2,300.00		\$2,300.00
Telephone & Internet			135.42		\$135.42
Utilities			774.60		\$774.60
Web Page	12.95				\$12.95
Total Expenditures	\$5,249.21	\$5,016.28	\$32,296.09	\$0.00	\$42,561.58
NET OPERATING REVENUE	\$ -2,936.01	\$ -4,516.28	\$ -32,253.42	\$30.00	\$ -39,675.71
NET REVENUE	\$ -2,936.01	\$ -4,516.28	\$ -32,253.42	\$30.00	\$ -39,675.71

LA-MS-W TN District of Kiwanis International
Budget vs. Actuals: Key Club Budget - FY22 P&L Classes

October 2022 - September 2023

	Key Club	
	Actual	Budget
Revenue		
Dues		35,997.00
Interest Income	30.20	
Key Club DCON Registrations		20,000.00
Rally Registrations	1,344.74	3,000.00
Total Revenue	\$ 1,374.94	\$58,997.00
Gross Profit	\$ 1,374.94	\$58,997.00
Expenditures		
Administrators Retreat (Nov & Jan)		2,000.00
Audit & Accounting		900.00
Bank Charges & Fees		
Business Insurance		
Circle K Convention, Governor		100.00
Circle K Convention, Sec Treasurer or LG		100.00
Contingency		500.00
Copier Lease		
DCON Venue		
District Admin Travel, KDCON		250.00
District Admin Travel, Key Club ICON		2,500.00
District Admin Travel, Regional Rallies		750.00
District Board Name Badges & Shirts		400.00
District Office Allowance		3,322.00
Dst Personel, Admin Assistant		
Dst Personel, Executive Director		
ED, Auto & Travel Allowance		
Fall Exec. Comm. Mtg. (Nov)		2,500.00
GATC, Gov's Training Conference		1,000.00
KDCON, Meals, Governor		100.00
KDCON, Meals, Sec-Treasurer		100.00
Key Club Admin Expense for KDCON		800.00
Key Club District Convention (Apr)		20,000.00
Key Club ICON Suite and Expenses (Summer)		4,000.00
Key Club Training Rallys (Sept/Oct/Nov)	3,474.30	2,700.00
Key Club, ICON, District Bulletin Editor		150.00
Key Club, ICON, Governor		300.00
Key Club, ICON, Key Club District Assistant Admin		
Travel		900.00
Key Club, ICON, LG		3,750.00
Key Club, ICON, Non-Key Club Board Intl Candidate		200.00
Key Club, ICON, Sec-Treasurer		300.00

Key Club, ICON, Web Master		150.00
Materials & Supplies	30.00	
New Board Training (May)		3,500.00
New Club Expenses		
Payroll Taxes & Fees		
Postage		25.00
Pre-School Board Meeting (August)		3,500.00
Rent & Utilities		
Spring Exec. Comm. Mtg. (Jan)		2,500.00
Supplies & Printing		250.00
Telephone & Internet		
Utilities		
Web Page		100.00
Total Expenditures	\$ 3,504.30	\$57,647.00
Net Revenue	-\$2,129.36	\$ 1,350.00

Friday, Nov 11, 2022 09:48:11 AM GMT-8 - Cash Basis

Lousiana-Mississippi-West Tennessee District of Key Club International
CASH BALANCE REPORT: September 30, 2022

EXHIBIT F

	Cash in Bank 9/30/2022	Cash in Bank 9/30/2021	Variance
OPERATING FUND (1706):	\$5,935.35	\$12,520.55	-\$6,585.20
RESERVE FUND (2346):	35,537.26	58,011.05	-\$22,473.79
SPECIAL EVENTS FUND (1722):	1,753.28	4,177.34	-\$2,424.06
TOTAL, CASH ON HAND:	\$43,225.89	\$74,708.94	-\$31,483.05

	2022-2023 Budget	2021-2022 Budget		
		Budgeted	Actual	Variance
REVENUES:				
District Dues (5,538 @ \$6.50)	\$35,997.00	\$23,850.00	\$34,370.50	-\$10,520.50
Key Club DCON Registrations	\$20,000.00			
Rally Registrations	\$3,000.00			
TOTAL REVENUES:	\$58,997.00	\$23,850.00	\$34,370.50	-\$10,520.50
EXPENSES:				
A. Hotel, Meeting Rooms & Expenses	\$38,700.00	\$8,000.00	\$8,810.68	-\$810.68
a. Pre-School Board Meeting (Aug)	\$3,500.00	\$3,500.00	\$2,336.53	\$1,163.47
b. Key Club Training Ralliess (Sept/Oct/Nov)	\$2,700.00	\$0.00	\$235.23	-\$235.23
c. Fall Exec. Comm. Mtg. (Nov)	\$2,500.00	\$500.00	\$0.00	\$500.00
d. Spring Exec. Comm. Mtg. (Jan)	\$2,500.00			
e. Key Club District Convention (Apr)	\$20,000.00	\$0.00	\$0.00	\$0.00
f. New Board Training (May)	\$3,500.00	\$500.00	\$6,238.92	-\$5,738.92
g. Intl Conv Suite & Expenses (Summer)	\$4,000.00	\$3,500.00	\$0.00	\$3,500.00
B. Non-Key Club Convention Stipends	\$400.00	\$225.00	\$83.40	\$141.60
Circle K Convention				
a. District Governor	\$100.00	200.00	24.00	176.00
b. Other, Sec-Treasurer or LG	\$100.00	25.00	59.40	-34.40
Kiwanis DCON, Meals				

21-22 Dues were 7,950 @ \$3.00 each;
member # updated 10/1/22
Not in the 2021-2022 budget
Not in the 2021-2022 budget

Unsure what expenses were accounted for in
21-22 budget, but Judi is planning these now;
believe \$3,000 is more reasonable.
Increased to a more reasonable budget to
cover all meeting room, hotel, and food costs
Increased to a more reasonable budget to
cover all meeting room, hotel, and food costs
Will be covered/offset by registrations
Unsure what expenses were accounted for in
21-22 budget; 22-23 budget number based on
Judi's recent expenditures
Increase in cost expected due to Anaheim, CA

Judi believes \$100 is fair and should be the
same for Gov and Sec-Tres/LG

a. District Governor	\$100.00	0.00	0.00	0.00	With the District covering hotel and convention registration, the only costs not covered for Gov and Sec-Tres to attend KDCON is dinner Friday night and possibly one other meal.
b. District Secretary-Treasurer	\$100.00	0.00	0.00	0.00	
C. International Convention Stipends	\$5,750.00	\$5,950.00	\$557.62	\$5,392.38	
a. District Governor	\$300.00	350.00	557.62	-207.62	Judi believes we can reasonably reduce these costs
b. District Secretary-Treasurer	\$300.00	350.00	0.00	350.00	
c. International Convention, LG (15 @ \$250)	\$3,750.00	4,500.00	0.00	4,500.00	
d. District Bulletin Editor	\$150.00	200.00	0.00	200.00	
e. Web Master	\$150.00	250.00	0.00	250.00	
f. Non-Key Club Board International Candidate	\$200.00	300.00	0.00	300.00	
g. Key Club District Assistant Administrator(s) Travel	\$900.00	0.00	0.00	0.00	Not in previous budget; covers travel costs to send champerone
D. District Administrator Travel	\$4,050.00	\$1,500.00	\$0.00	\$1,500.00	
a. Regional Rallies	\$750.00	750.00	0.00	750.00	Covers KDCON registration, hotel, and food costs for champerone
b. Kiwanis District Convention to champerone (August)	\$800.00	750.00	0.00	750.00	
c. Key Club ICON	\$2,500.00				
E. District Office	\$5,097.00	\$4,785.00	\$0.00	\$4,785.00	
a. Postage	\$25.00	50.00	0.00	50.00	Unsure what Key Club activities require postage. Judi believes we can reasonably reduce.
b. Supplies & Printing	\$250.00	250.00	0.00	250.00	Unsure what activities this covers, but leaving as it with goal of reducing in the next budget.
c. District Office Allowance	\$3,322.00	3,200.00	0.00	3,200.00	Increased in response to anticipated work by District staff
d. Audit	\$900.00	900.00	0.00	900.00	Unsure where this specific number comes from
e. Web Page Expenses	\$100.00	250.00	0.00	250.00	Only webpage cost identified is the purchase of the domain
f. Contingency	\$500.00	135.00	0.00	135.00	
F. Other Expenses	\$5,000.00	\$250.00	\$1,735.68	-\$1,485.68	
a. District Board Name Badges & Shirts	\$400.00	250.00	388.20	-138.20	Increased due to rising costs and recent purchase

b. Administrators Retreat (Nov & Jan)	\$2,000.00	0.00	921.52	-921.52
c. GATC: Gov's Training Conference (Apr/May)	\$1,000.00	0.00	425.96	-425.96
d. Kiwanis Gov & ED to attend Key Club Convention	\$1,600.00			
TOTAL EXPENSES:	\$58,997.00	\$20,710.00	\$11,187.38	\$9,522.62

Unsure what expenses were accounted for in 21-22 budget; 22-23 budget number based Judi's expectations
 Unsure what expenses were accounted for in 21-22 budget; 22-23 budget number based Judi's expectations
 Registration (\$300), hotel (\$500), food (300), travel (\$500)

	2022-2023	2022-2021		
		Budgeted	Actual	Variance
TOTAL REVENUES:	\$58,997.00	\$23,850.00	\$34,370.50	-\$10,520.50
TOTAL EXPENSES:	\$58,997.00	\$20,710.00	\$11,187.38	\$9,522.62
PROFIT/LOSS:	\$0.00	\$3,140.00	\$23,183.12	-\$20,043.12

CASH BALANCE REPORT: OCTOBER 6, 2022

OPERATING FUND:
SPECIAL EVENTS FUND:

Cash in Bank 10/6/2022	Cash in Bank 9/30/2022	Variance
\$5,634.76	\$5,634.76	\$0.00
\$737.82	\$737.82	\$0.00
\$6,372.58	\$6,372.58	\$0.00

2022-2023 BUDGET:

	PROPOSED BUDGET	YEAR-TO- DATE	VARIANCE
REVENUES:			
District Dues: \$12 @ 200 members	\$2,400.00	\$0.00	\$2,400.00
Convention Registrations: \$40 @ 30 attendees	\$1,200.00	\$0.00	\$1,200.00
Foundation Donation	\$1,000.00		
Interest	\$0.00	\$0.00	\$0.00
TOTAL REVENUES:	\$4,600.00	\$0.00	\$3,600.00
EXPENDITURES:			
A. Meetings & Training	\$3,500.00	\$0.00	\$3,500.00
BOARD MEETINGS:			
a. Fall Board Meeting (Sept./Oct.)	\$300.00	\$0.00	\$300.00
b. Winter Board Mtg (Dec./Jan.)	\$300.00	\$0.00	\$300.00
c. Board Officer Training (Apr/May) virtual			
DISTRICT MEETING ALLOCATIONS:			
d. Circle K District Convention	\$2,500.00	\$0.00	\$2,500.00
e. Fall Service Project	\$250.00	\$0.00	\$250.00
f. Key Club Convention Travel	\$150.00	\$0.00	\$150.00
B. Office & Travel	\$1,000.00	\$0.00	\$1,000.00
TRAVEL REIMBURSEMENTS:			
g. Governor	\$300.00		
h. Sec-Treas & LG (up to \$75 ea)	\$450.00		
OTHER:			
i. Spring International (GATC) virtual		\$0.00	\$0.00
j. CKI International Convention (funds divided between District officers and LGs attending)	\$1,000.00	\$0.00	\$1,000.00
C. District Office	\$100.00	\$0.00	\$100.00
k. Board Shirts	\$100.00	\$0.00	\$0.00
TOTAL EXPENSES	\$4,600.00	\$0.00	\$4,600.00
TOTAL REVENUES:	\$4,600.00		
TOTAL EXPENSES:	\$4,600.00		
NET: TOTAL REVENUES - TOTAL EXPENDITURES:	\$0.00		