



Kiwaniis®

Louisiana-Mississippi-West Tennessee District

MINUTES

Meeting of the 2024-2025 District Board of Trustees

December 14, 2024 | 9:00am | zoom

Claude Vinson, Governor, Presiding

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met on Saturday, December 14, 2024, at 9:00am via zoom. Governor Claude Vinson called the meeting to order at 9:02am and established a quorum with the following present:

Governor, Claude Vinson
Governor-Elect, Marcel Lashover
Vice Governor, Andrew Dozier
Immediate Past Governor, John A. Fry
Region I Trustee, Oscar Brown
Region II Trustee, Ralph Carter
Region III Trustee, Lorri Alles
Region IV Trustee, Jennifer Kelly-White
Region V Trustee, Laura Gilliland
Region VI Trustee, John Gherardi
Region VII Trustee, Darren Green
Executive Director, Jen Robertson
Kiwaniis International Board Counselor, Jo Schwartz

Invocation by Vice Governor Andrew Dozier. Defining Statement recited by all.

Governor Claude Vinson, Governor-Elect Marcel Lashover, and Vice Governor Andrew Dozier officered opening remarks.

Consent Agenda

Trustee Darren Green moved to approve the following consent agenda. Trustee Oscar Brown seconded the motion. With no discussion, all voted in favor. Motion carried.

- A. October 2, 2024, Board Meeting Minutes (exhibit A)
- B. District Key Position Reports (exhibit B)
- C. Circle K: 4 active clubs
- D. Key Club: 123 active clubs
- E. Aktion Club: 8 active clubs
- F. Builders Club: 27 active clubs
- G. K-Kids Clubs: 34 active clubs

Ongoing Business

The Board discussed the District Convention (DCON) site and dates for 2028. Trustee Darren Green moved to approve DCON 2028 in Alexandria, LA. Trustee Jennifer Kelly-White seconded the motion. After brief discussion, all voted in favor. Motion carried.

Board Committees

The Board discussed the **Bylaws & Policies Committee**. Committee Chair John Gherardi presented the District Strategic Map 2024 (exhibit C), the LaMissTenn Kiwanis Policies Section 200: District Board & Committees (exhibit D), and the LaMissTenn Kiwanis Policies Section 300: District Officers (exhibit E). With the recommendation of approval from the Committee, all voted in favor to approve. Motion carried.

Next, the Board discussed the **Finance Committee**. Committee Chair Ralph Carter presented the LaMissTenn Kiwanis District, LaMissTenn Key Club District, and LaMissTenn Circle K District financials (exhibit F). The Committee recommended acceptance of the financials. After brief discussion, all voted in favor. Motion carried.

Committee Chair Ralph Carter presented the amended LaMissTenn Kiwanis District Budget for 2024-2025 (exhibit G) with final certified membership numbers. The Committee recommended acceptance of the financials. After brief discussion, all voted in favor. Motion carried.

Committee Chair Ralph Carter presented the LaMissTenn Kiwanis DCON Budget 2025 (exhibit H). The Committee recommended acceptance of the financials. After brief discussion, all voted in favor. Motion carried.

Committee Chair Ralph Carter presented the LaMissTenn Key Club District Board's request to allocate up to \$5,000 of Key Club savings to supplement the LaMissTenn Key Club DCON budget 2025 allowing the registration price to remain the same as it was for Key Club DCON 2024 (\$150). After brief discussion, Trustee John Gherardi moved to approve the request of the Key Club District Board and if the Key Club District Board will lower the registration price to \$130, the Kiwanis District Board will provide up to \$1,000 in Kiwanis funds to cover any additional needs. Trustee Darren Green seconded the motion. All voted in favor. Motion carried.

Committee Chair Ralph Carter presented the Make the District Pay Incentive proposal (exhibit I). After brief discussion, Trustee Darren Green moved to approve the proposal as presented with half of the District dues being reimbursed to eligible clubs. Trustee Andrew Dozier seconded the motion. All voted in favor except Governor-Elect Marcel Lashover who opposed. Motion carried.

Next, the Board discussed the **Education Committee**. Education Committee Chair Jennifer Kelly-White presented Mid-Year Education Conference 2025 education topics. The Education Committee recommended three education sessions: (1) Build. Nurture. Retain., (2) 3 Club Panel with facilitator discussing club and District activities, and (3) Club Networking & Co-Learning. After brief discussion, all voted in favor. Motion carried.

Education Committee Chair Jennifer Kelly-White presented the 2025 Club Leadership Education (CLE) training schedule. The Education Committee recommended the following sessions to be held via zoom at 6pm:

- 6/10/2025: Board Member, Bylaws, & Policies
- 6/17/2025: New Member Orientation & Youth Protection
- 7/8/2025: Membership Chair
- 7/15/2025: Treasurer 101
- 7/22/2025: Treasurer 102
- 7/29/2025: Secretary 101
- 8/5/2025: Secretary 102
- 8/12/2025: President

After brief discussion, all voted in favor. Motion carried.

Next, the Board discussed the **Membership Committee**. Membership Committee Chair Laura Gilliland discussed ongoing new club opening efforts including the new Kiwanis Club of East Memphis, TN scheduled to be opened in January 2025 as well as club strengthening efforts.

Next, the Board discussed the **Service Committee**. Service Committee Chair Oscar Brown discussed the current efforts of the Service Committee including raising awareness around the Annual Community Service Awards. Governor Claude discussed Operation Park Bench and the District AED Service Project.

Next, the Board discussed the **SLP Committee**. SLP Committee Chair Darren Green discussed the current efforts of the SLP Committee including Key Leader South recap and the WTA? (Where they at?) Initiative.

Next, Vice Governor Andrew Dozier and Trustee Lorri Alles discussed current Lt. Governor efforts.

The Board reviewed remaining items on the 2024-2025 District calendar:

December 2024

15 **Newsletter Articles Due (Governor, Governor-Elect, Vice Governor, Immediate Past Governor)**

January 2025

21 109th Anniversary of Kiwanis International

March 2025

15 **Newsletter Articles Due (Governor, Governor-Elect, Vice Governor, Immediate Past Governor)**

21 **Board Meeting, 5pm-7pm, Natchez, MS**

22 Mid-Year Education Conference, Natchez, MS

23 Key Club International Birthday

May 2025

30-31 Lt. Governor-Elect Education Conference, TBD

31 **Board Meeting, TBD**

June 2025

10 CLE: Board Member, Bylaws & Policies

15 **Newsletter Articles Due (Governor, Governor-Elect, Vice Governor, Immediate Past Governor)**

17 CLE: New Member Orientation & Youth Protection

25-28 110th Annual International Convention, Pittsburgh, PA

July 2025

8 CLE: Membership Chair

15 CLE: Treasurer 101

22 CLE: Treasurer 102

29 CLE: Secretary 101

August 2025

5 CLE: Secretary 102

8-10 107th Annual LaMissTenn Kiwanis District Convention, Memphis, TN

10 **Board Meeting, 10am-12pm Memphis, TN**

12 CLE: President

September 2025

15 **Newsletter Articles Due (Incoming Governor, Governor-Elect, Vice Governor, Immediate Past Governor)**

Future District Conventions

2026 108th Annual LaMissTenn Kiwanis District Convention, Kenner, LA, Aug 8-10

2027 109th Annual LaMissTenn Kiwanis District Convention, Cruise, TBD

Future Kiwanis International Conventions

2026 111th Annual KI Convention, Manila, Philippines, June 24-27

2027 112th Annual KI Convention, Dallas, TX, June 17-19

2028 113th Annual KI Convention, Las Vegas, NV

After brief remarks from the Trustees, Immediate Past Governor John Fry, Vice Governor Andrew Dozier, Governor-Elect Marcel Lashover, Executive Director Jen Robertson, Kiwanis International Trustee Jo Schwartz, and Governor Claude Vinson, Governor-Elect Marcel Lashover moved to adjourn the meeting at 11:25am. Trustee John Gherardi seconded the motion. With no discussion, all voted in favor. The meeting adjourned.



Kiwaniis®

Louisiana-Mississippi-West Tennessee District

MINUTES

Meeting of the 2024-2025 District Board of Trustees

October 2, 2024 | 6:00pm | zoom

Claude Vinson, Governor, Presiding

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met on Wednesday, October 2, 2024, at 6:00pm via zoom. Governor Claude Vinson called the meeting to order at 6:05pm and established a quorum with the following present:

Governor, Claude Vinson
Vice Governor, Andrew Dozier
Immediate Past Governor, John A. Fry
Region I Trustee, Oscar Brown
Region II Trustee, Ralph Carter
Region III Trustee, Lorri Alles
Region IV Trustee, Jennifer Kelly-White
Region V Trustee, Laura Gilliland
Region VI Trustee, John Gherardi
Region VII Trustee, Darren Green
Executive Director, Jen Robertson

Governor Claude welcomed Board members and expressed he is looking forward to great year.

Consent Agenda

Trustee Darren Green moved to approve the following consent agenda. Trustee Ralph Carter seconded the motion. With no discussion, all voted in favor. Motion carried.

- A. July 28, 2024, Board Meeting Minutes (exhibit A)
- B. District Key Position Reports (exhibit B)
- C. Circle K: 4 active clubs
- D. Key Club: 121 active clubs
- E. Aktion Club: 8 active clubs
- F. Builders Club: 29 active clubs
- G. K-Kids Clubs: 32 active clubs

Governor-Elect Marcel Lashover joined the meeting.

Ongoing Business

The Board discussed the District Convention (DCON) site and dates for 2026. Governor-Elect Marcel Lashover moved to approve DCON 2026 on July 30-August 2, 2026, at the Hilton New Orleans Airport Hotel in Kenner, LA. Trustee Ralph Carter seconded the motion. After brief discussion, all voted in favor. Motion carried.

The Board discussed the District Convention (DCON) site and dates for 2027. Governor-Elect Marcel Lashover moved to approve DCON 2027 for a cruise on August 13-15, 2027. Vice Governor Andrew Dozier seconded the motion. After brief discussion, all voted in favor. Motion carried.

The Board discussed the District's efforts to secure specialty license plates for the LaMissTenn Kiwanis District in Louisiana, Mississippi, and Tennessee.

- For Louisiana, Louisiana State Representative John Illg is spearheading efforts. Although legislation will not be included in the spring 2025 session due to a limited number of bills allowed per representative, Representative Illg plans to sponsor a bill in 2026.
- For Mississippi, the bill has been drafted and will be sponsored by Mississippi State Representative Greg Haney in the spring 2025 session.
- For Tennessee, the bill has been drafted and will be sponsored by Tennessee State Representative Mark White in the spring 2025 session.

Board Committees

The Board discussed the **Bylaws & Policies Committee**. Committee Chair Andrew Dozier discussed the Committee's current efforts reviewing the District's Strategic Plan. The updated District Strategic Plan will be on the Board meeting agenda in December.

Next, the Board discussed the **Budget & Finance Committee**. Committee Chair Ralph Carter presented the LaMissTenn Kiwanis District, LaMissTenn Key Club District, and LaMissTenn Circle K District financials (exhibit C). The Committee recommended acceptance of the financials. After brief discussion, all voted in favor. Motion carried.

Committee Chair Ralph Carter presented the Mid-Year Conference 2025 budget (exhibit D). The Committee recommended approving a registration price of \$40 per person. After brief discussion, all voted in favor. Motion carried.

Committee Chair Ralph Carter presented the LaMissTenn Kiwanis District, LaMissTenn Key Club District, and LaMissTenn Circle K District 2024-2025 budgets (exhibit E). The Committee recommended approving the budgets as presented. After brief discussion, all voted in favor. Motion carried.

The Board reviewed the current signatories on all District bank accounts which include Immediate Past Governor John Fry, Past Governor Bruce Hammatt, and Executive Director Jen Robertson. After brief discussion, Vice Governor Andrew Dozier moved to approve the bank account signatories as presented for the 2024-2025 year. Governor-Elect Marcel Lashover seconded the motion. With no discussion, all voted in favor. Motion carried.

Next, Education Committee Chair Jennifer Kelly-White discussed Mid-Year Education Conference 2025 logistics and education topics, which will be on the Board meeting agenda in December.

Next, Membership Committee Chair Laura Gilliland discussed the Kiwanis Club of Bayou Teche, reviewed the clubs opened in 2023-2024, and reported on club strengthening efforts.

Next, Service Committee Chair Oscar Brown discussed the current efforts of the Service Committee and presented a new incentive for Distinguished Clubs. The Committee recommended approving one (1) free registration to the Mid-Year Education Conference 2025 for each Distinguished Club as an incentive to increase club participation in the program and to further award those that meet the criteria. After brief discussion, all voted in favor. Motion carried.

Next, SLP Committee Chair Darren Green discussed the current efforts of the SLP Committee.

EXHIBIT A

New Business

Executive Director Jen Robertson presented a new incentive to increase weekly District Update emails readership. For each weekly email, the first person to correctly submit the answer to a trivia question found within the email will be added to a drawing for one (1) free registration to the Mid-Year Education Conference 2025. After brief discussion, Immediate Past Governor John Fry moved to approve the proposal. Trustee Ralph Carter seconded the motion. All voted in favor. Motion carried.

Trustee Darren Green left the meeting.

The Board reviewed the schedule of the 2024-2025 District recurring meetings (below). The meeting schedules for the Bylaws and Policies Committee, Membership Committee, and SLP Committee are pending.

	Monday	Tuesday	Wednesday	Thursday	Friday
First		Key Club Finances, 6pm		Education Committee, 10am	
Second	DCON Meeting, 2pm			Foundation Meeting, 6pm	
Third		Governor-LG Meeting, 6pm		Finance Committee, 3:30pm	
Fourth			Service Committee, 4pm (Nov, Jan, Mar, May, Jul, Sept)		

The Board reviewed the 2024-2025 District calendar:

November 2024

1-3 Key Leader South

December 2024

7 **Board Meeting, 9am-11am via zoom**

15 **Newsletter Articles Dues (Governor, Governor-Elect, Vice Governor, Immediate Past Governor)**

January 2025

21 109th Anniversary of Kiwanis International

March 2025

15 **Newsletter Articles Dues (Governor, Governor-Elect, Vice Governor, Immediate Past Governor)**

21 **Board Meeting, 5pm-7pm, Natchez, MS**

22 Mid-Year Education Conference, Natchez, MS

23 Key Club International Birthday

April 2025

4-6 Key Club DCON, Tupelo, MS

May 2025

30-31 Lt. Governor-Elect Education Conference, TBD

31 **Board Meeting, TBD**

June 2025

15 **Newsletter Articles Dues (Governor, Governor-Elect, Vice Governor, Immediate Past Governor)**

25-28 110th Annual International Convention, Pittsburgh, PA

August 2025

8-10 107th Annual LaMissTenn Kiwanis District Convention, Memphis, TN

10 **Board Meeting, 10am-12pm Memphis, TN**

September 2025

15 **Newsletter Articles Dues (Incoming Governor, Governor-Elect, Vice Governor, Immediate Past Governor)**

Future District Conventions

2026 108th Annual LaMissTenn Kiwanis District Convention, TBD

Future Kiwanis International Conventions

2026 111th Annual KI Convention, Manila, Philippines, June 24-27

2027 112th Annual KI Convention, Dallas, TX, June 17-19

After brief remarks from the Trustees, Immediate Past Governor John Fry, Vice Governor Andrew Dozier, Governor-Elect Marcel Lashover, Executive Director Jen Robertson, and Governor Claude Vinson, Governor-Elect Marcel Lashover moved to adjourn the meeting at 7:41pm. Trustee Ralph Carter seconded the motion. With no discussion, all voted in favor. The meeting adjourned.

District Committee Chair Reports

December 7, 2024

Aktion Club, Judy Couvillon

Builders Club, Felisha Mason

Circle K Administrator, Jennifer Kelly-White

Human & Spiritual Values, Dennis Oliver

Key Club Administrator, Danny Williams

Fall Rallies Successful

We just completed our Fall Rallies, and they were very successful - see below. Our LTGs and District Board members worked hard to make this happen. Planning and executing these rallies are one of the biggest learning opportunities for these student leaders. We want to thank the numerous Kiwanis Clubs and Kiwanians who directly helped make these events a success.

- 5 Rallies across 3 states
- Approximately 340 attendees
- Approximately \$3,000 raised for Pour it Forward
- 20 schools in attendance

Our Fall Board Meeting was held on November 16-17. This was the first time we held one of our official board meetings using Zoom and it was a success. In an effort to save money and make the meetings more accessible to students from our three state area, we decided to try this. Although we missed the fellowship of being together, everyone agreed that we were able to make sufficient progress during this weekend.

Key Club Dues are Due!

Key Club should submit their district and International dues by Dec. 1. Key Clubs that do not pay their dues by Dec. 1 will have until Feb. 1 to pay before becoming inactive. Our LTGs will be reaching out to those clubs and Kiwanis Clubs that sponsor them to help make sure they do not become inactive.

Winter Board Meeting - January 24-26, 2025 - Ponchatoula/Hammond, LA

We will have our meetings in the Ponchatoula Log Cabin and be hosted by the Kiwanis Club of Ponchatoula.

Key Club's 100th Birthday is March 25, 2025 and there are a couple of very important events planned for this celebration. The time is now for clubs to begin planning to attend. Kiwanis support for Key Clubbers to be able to attend these events is crucial.

Key Club District Convention (Celebrating 100 Years of Key Club)

- April 3-6, 2025: Tupelo, MS - *birthplace of the most famous Key Club member - ELVIS!*

Key Club International Convention (ICON)- Celebrate 100 years with Key Clubs from around the world!

EXHIBIT B

- July 2-6, 2025: Orlando, FL - You don't want to miss Key Club International's 100th Birthday Celebration!

Key Leader, North, Linda Ramsay

I have completed all the thank you notes for the sponsors for the spring 2024 Key Leader Event since last communicating with the board.

There is a new curriculum guide that will be utilized in the spring for all Kiwanis Key Leader Events who partner with KI. I am requesting a copy of the finalized new curriculum guide or book that we will be using as well as any input that has been submitted in regard to those events that have happened or will be held this fall that are supposed to be piloting the new curriculum this fall. There are several Lead Facilitators who come to the events and lead the program for the weekend who are unhappy with what they have seen about the new curriculum, among them is Jane Erickson. She has told me that some of the Lead Facilitators are thinking of quitting rather than use the new curriculum. She is one of them. I was asked for some input in regard to the new curriculum which I provided. However, most of it was rejected.

I am giving some consideration to the idea of severing our partnership with KI in regard to Key Leader. There are some other districts that have done this already. I would like to reach out to those other districts who are doing this to see what they are doing. This would mean that we would have to develop our own materials for the weekend. So, I am giving it a lot of serious thought. The idea was for the curriculum to be updated; however, the curriculum has been totally revamped. We have a very successful event AS IS, and kids are clamoring to come back every year for more. I've also heard the old saying, why fix it, if it's not broken! A couple of my friends who help me a lot with Key Leader have suggested that we try it once, and see for ourselves. First, I do want to look at the final product and then make a final decision.

Of course, if the board doesn't support this option, I won't go against the board's decision since this is sponsored by our district. There are some feelings from Kiwanis International that Key Leader is competing with Key Club. That is simply not true! We have formed several new Key Clubs in our area, and re-organized a couple of others based on their attendance at Key Leader. Key Leader was meant to be a recruiting tool for Key Club, and it's worked that way for us. There's a club in Memphis that has grown from 30 to well over 200 since sending their students to Key Leader Weekend. I will certainly keep you informed about what I find out.

I haven't mentioned this before to the board, because I was hoping that it might not happen. I suppose that is always still a possibility. I mean if all the Lead Facilitators quit, who's going to administer the program. I will keep you posted! I hope you all have a Happy Thanksgiving and a Merry Christmas!

Key Leader, South, John Magness

Kiwanis Children's Fund, Leonard D. Simmons

Kiwanis Kids, Don Eye

Leadership Development Coordinator, Greg Beard & Nettles Brown

Major Emphasis Projects, AED, Pam Morgan

Membership & Engagement, Angela Crooms

My plans and goals for District Membership Coordinator for the 2024-2025 year will be to participate in all zoom meetings for club openings and club boost training. I plan to become familiar with information and ideas on club nurturing and supporting existing clubs. I hope to work with Governor Claude and Vice Governor Andrew on how to get the deleted members from 2023-2024 back in active standing. Recognize and celebrate the efforts and accomplishments of retaining, nurturing and increasing our membership.

Past Governors, Bruce Hammatt

Public Relations, Donna Leggett

Risk Manager, Patrice Cusimano

Youth Protection Manager, Michele Crosby



The Louisiana-Mississippi-West Tennessee District of Kiwanis International Strategic Map

Latest update: November 2024

Kiwanis Motto: Serving the Children of the World

Kiwanis Defining Statement: Kiwanis is a global organization of volunteers dedicated to improving the world, one child and one community at a time.

Our Vision: The LaMissTenn District will inspire and empower our Kiwanis Clubs and members to improve our communities through service.

Our Mission: The LaMissTenn District supports the Kiwanis Clubs across Louisiana, Mississippi, and West Tennessee through education and fellowship opportunities to facilitate and increase service in our communities.

Our Priorities and Goals:

● *Inspiration* MEMBERSHIP & ENGAGEMENT

GOAL: To build, retain and support a growing Kiwanis membership network

STRATEGY:

- Increase the membership within the LaMissTenn District
- Increase the membership diversity in our clubs
- Increase strategies to retain existing members and clubs
- Keep “Active and Alive” Kiwanis clubs
- Encourage leadership participation in all levels of the Kiwanis family
- Provide Service Leadership Program (SLP) opportunities in every LaMissTenn community
- Maintain a District-wide new member orientation program

● *Impact* MEANINGFUL SERVICE

GOAL: To perform meaningful service, with children as our priority

STRATEGY:

- Support Governor’s Annual District Service Project(s)
- Support the Kiwanis International service initiatives
- Encourage and promote service at the club and divisional levels through trainings and District communications
- Perform a service project at the Annual District Convention

● *Image* OUR KIWANIS IMAGE

GOAL: To enhance the Kiwanis image worldwide

STRATEGY:

- Ensure that Kiwanis branding guidelines are followed for all District and club communications
- Provide a high-quality digital newsletter
- Provide a user-friendly District website
- Increase awareness of International resources
- Improve the access and use of the media
- Increase the name recognition of Kiwanis through the clubs in the District
- Increase access to community resources

● *Investment* FINANCIAL VIABILITY

GOAL: To ensure financial viability and responsible stewardship

STRATEGY:

- Maintain adequate financial resources through 100% dues collection of all members
- Create and follow a reasonable detailed annual budget with periodic review
- Encourage club participation in the District Foundation’s grant programs and opportunities



LAMISSTENN KIWANIS POLICIES
SECTION 200: DISTRICT BOARD & COMMITTEES

200 DISTRICT BOARD MEETINGS

- 200.1** Each member of the District Board of Trustees has the responsibility and duty to attend all Official Meetings of the District Board during the Kiwanis Year. If Trustee is absence from a majority of District Board meetings, the Executive Committee, excluding the Trustee in consideration if applicable, may remove the Trustee from his/her position.
- 200.2** Each meeting of the District Board of Trustees shall be an open meeting to all Kiwanians choosing to attend. No active participation by visitors shall be permitted.
- 200.3** The Governor shall advise each Committee Chairman of any required presentation which will be expected to make in advance of such board meeting.
- 200.4** In consultation with the Governor, the Executive Director shall establish and distribute the agenda for each meeting to all members of the District Board of Trustees at least seven (7) days prior to the Board Meeting. Agenda items may be submitted from Board Members.
- 200.5** Additional items for any Board Meeting may be added during the Board meeting, providing a majority vote by the Board of Trustees allows the items to be presented. Items not requiring action by the Board of Trustees may be presented by any member of the Board of Trustees, for discussion only, under "New Business". No items for discussion shall be accepted by the Board unless presented by a member of the Board of Trustees.
- 200.6** At the last Board Meeting of the Administrative Year, the following items shall be acted upon by the Board of Trustees:
- A. Evaluation of job performance of the Executive Director;
 - B. Evaluation of the performance of the District Board of Trustees;
 - C. Approve appointment of District Committee Chairmen for the following year; and
 - D. Consideration and adoption of budgets for the Kiwanis District for the following administrative year.
- 200.7** Board meeting materials, including the meeting agenda and supporting documents, will be made available to all Board members and interested Kiwanis members in time for adequate review prior to the Board meeting. Board members will review Board meeting materials in advance of each meeting.
- 200.8** Any items to be presented to the District Board of Trustees requiring action of the Board, must be provided in writing to the Governor and District Executive Director at least thirty (30) days prior to the Board Meeting, for distribution and study.
- 200.9** To ensure the accuracy of the minutes, District Board meetings shall be recorded. Recordings shall be retained by the Executive Director or designee until the minutes of a meeting have been approved by the Board, at which time, the recording of the approved meeting may be destroyed.
- 200.10** The Executive Director or designee is responsible for keeping the minutes of the meetings of the District Board. The minutes shall contain all main motions, whether adopted or lost; the name of the maker of the motion shall be recorded in the minutes; and any Board member may request that his/her vote be recorded in the minutes. Minutes will be reviewed and approved by vote at the next Board meeting.
- The Executive Director shall make copies of the minutes of all District Board meetings available to all Board members, and to interested Kiwanians via the website.

201 DISTRICT BOARD COMMITTEES

201.1 EXECUTIVE COMMITTEE

The members of the Executive Committee shall be the Governor, the Governor-Elect, **Vice Governor**, Immediate Past Governor, Executive Director, and the Finance Committee Chair, if not one of the above named officers. The Governor shall serve as Chair of the Executive Committee.

Between meetings of the District Board, if the need arises, the administrative authority of the Board is delegated to the Executive Committee on all matters. The action of the Executive Committee shall have full force and effect. Any action by the Executive Committee, unless disapproved by the Board, shall be formally ratified by the Board. This

delegation of authority shall not include the right to waive or change policy.

During District Board meetings, only the following matters may be referred to the Executive Committee for consideration and recommendation personnel matters and Board Trustee conduct.

201.2 BYLAWS AND POLICIES COMMITTEE

The members of the Bylaws and Policies (B&P) Committee shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. The Committee Chair shall be a District Board Trustee. The Committee Chair shall be a District Trustee and serve as the District Resolutions Coordinator.

The Committee on Bylaws and Policies shall examine the District Bylaws and shall submit any recommendations concerning revisions thereof to the District Board, shall cooperate with the Board in drafting proposed amendments authorized by the Board, and shall make a report on all properly proposed amendments to the District Bylaws to be acted upon by any convention. The Committee shall cooperate with the Board in interpreting the spirit of the District Bylaws and in securing the proper observance of obligations, standards, and practices arising thereunder, including the adjustment of any grievances. The Committee shall work with the Executive Director to prepare meaningful resolutions for presentation to House of Delegates at the Annual Convention. The Committee shall consider resolutions submitted by the International Board, the District Board, or by a chartered club, when submitted to the chairman in writing thirty (30) days prior to the date of the annual District Convention. The Committee shall have the authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it.

201.3 FINANCE COMMITTEE

The members of the Board Committee on Finance shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. The Finance Committee members shall include the District Convention Coordinator and Kiwanis International Convention Coordinator. The Committee Chair shall be a District Trustee.

It is recommended that the Governor-Elect serve on the Finance Committee to better familiarize himself/herself with all aspects of the District's budgetary process.

The Finance Committee is charged with reviewing all financial matters involving the Kiwanis District or any of its sponsored organizations, including budgets, requests for over-expenditures, and alternative income. Specifically, the Committee shall:

- A. Budgets:** Review the proposed Kiwanis District, Key Club District, and Circle K District budgets for the next administrative year and present them to the Board for preliminary review in the spring and final approval at the last Board meeting.
- B. Expenditures:** Review requests for budget over-expenditures and determine their overall effect on Kiwanis finances, and the fund to be used if the Board approves the recommendation.
- C. Reports:** At each meeting, analyze and report to the Board on the current financial statements for Kiwanis, Key Club, and Circle K and the variations from budget.

The Finance Committee shall review and make recommendations, when deemed necessary, to the District Board on all aspects related to office services, information technologies, and human resource matters.

Refer to Policy No. 701 for a more detailed list of responsibilities.

201.4 MEMBERSHIP COMMITTEE

The members of the Board Committee on Membership shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. Committee members shall include the District Membership Coordinator, District New Club Coordinator, ~~Regional New Club Coordinators~~, District Club Strengthening Coordinator, ~~and Regional Club Strengtheners~~ and the Vice Governor. The Committee Chair shall be a District Board Trustee.

The Board Committee on Membership will oversee all matters involving membership growth and strengthening, new club building, and membership retention. The Committee shall support the Governor's annual District Membership Plan, encompassing ways to increase membership. The Committee shall work with the Kiwanis International Club Opening Specialist to assist with club opening initiatives during the year. The Committee shall work with the Kiwanis International Area Director with club membership boosting efforts.

201.5 EDUCATION COMMITTEE

The members of the Board Committee on Education shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. The Education Committee members shall include the Leadership

Development and Education Coordinator(s), Public Relations Coordinator, District Bulletin Editor, Youth Protection Manager, Risk Manager, and Partnership Coordinator. The Committee Chair shall be a District Trustee.

It is suggested that the Governor-Elect serve on the Education Committee to provide guidance on the forums, workshops, and educational sessions for incoming club and District officers at the Kiwanis District Convention, Lt. Governor Training, the CLE Conferences, and other educational activities to effectively prepare the officers for the upcoming year of service.

The Education Committee shall assist the District leadership in developing meaningful educational and training experiences for all Kiwanians at District Conventions and Conferences, organize and/or promote operations and leadership programs for incoming District and club officers, and promote continuing Kiwanis education within each club.

Training events include but are not limited to the annual Kiwanis District Convention, Mid-Year Education Conference or Mid-Year Education Regional Conferences, Lieutenant Governor Training Conference, Club Leadership Education Conferences.

201.6 SERVICE COMMITTEE

The members of the Service Committee shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. The Service Committee members shall include the Human and Spiritual Values Coordinator and Kiwanis International Foundation Coordinator. The Committee Chair shall be a District Trustee.

The Service Committee shall advise and mentor clubs in the District to render effective service in their communities. The Committee shall oversee the efforts and communications of the District Service Project, the annual service awards (teacher, firefighter, lawman, and layman), and promote and represent the Kiwanis Children's Fund in the District.

201.7 SERVICE LEADERSHIP PROGRAMS COMMITTEE

The members of the Board Committee on Service Leadership Programs (SLP) shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. The SLP Committee members shall include the Aktion Club Administrator, Builders Club Administrator, Circle K Administrator, Key Club Administrator, K-Kids Administrator, and Key Leader Administrator(s). The Committee Chair shall be a District Trustee.

The Service Leadership Programs Committee shall oversee the following programs: Circle K District, Key Club District, Builders Clubs, K-Kids, Aktion Clubs, and the Key Leader Conferences. The Committee shall encourage Kiwanis Board Members to attend and represent the Board at all Key Club and Circle K District Board Meetings, Conferences, and Conventions.

201.8 INTERNATIONAL ACTION COMMITTEE (IAC)

201.9 Purpose: The purposes of this committee are:

- A. To study the qualifications of and make recommendations to the House of Delegates on candidates for International offices from the LaMissTenn District.
- B. To support the candidate for International office and to continue that support upon election as an International officer.
- C. To study the qualifications of and make recommendations on candidates for International office from other Districts.
- D. To study and approve or reject requests from other Districts to nominate or second candidates for International office.
- E. To study and recommend actions to be taken on amendments, resolutions and other matters to be considered at International Conventions.
- F. To keep the general membership of the LaMissTenn District informed on the nature of the IAC and of the matters to be considered at International Conventions.

201.10 Procedures:

- A. The IAC will consider recommendations made to it concerning candidates and all other matters to be considered at International Conventions.
- B. Recommendations of the IAC will be presented to the district membership and at the District Caucus at International Conventions.
- C. The IAC shall meet:
 1. At the District Convention to elect the Chair and consider any other matters.

2. At least 30 days prior to the International Convention.
3. With ten (10) days notice, on call of the District Governor or the chairman, or at the request of a majority of its members.

201.11 Committee Membership: The membership of the IAC will consist of the following Kiwanians.

- A. The Governor
- B. The Governor-Elect
- C. The Vice Governor**
- ~~C. D.~~ All Past Governors
- ~~D. E.~~ The District Executive Director
- ~~E. F.~~ The IAC Chair

201.12 Officers: The Chair shall be a Kiwanian elected by the committee from the District membership. No current candidate for International office shall serve as the chair of the Committee.

201.13 Rules of Conduct: The recommended positions of the IAC shall be the only official opinions supported by Committee members. Committee members should not wear any election paraphernalia for any candidate for International Office other than the District's candidate while serving in their official capacity as a Committee member. This policy is in no way intended to restrict any IAC member from supporting any candidate or rendering personal opinions on any subject while participating in IAC committee deliberations.

202 DISTRICT KEY POSITIONS

202.1 Subject to the approval of the District Board of Trustees, Governor-Elect, shall appoint District Key Positions for the succeeding administrative year. District Key Positions shall fulfill Kiwanis International's requirement for District Standing Committees as well as District Key Positions when not covered by the District Board Committees. The Governor may also appoint key positions as needed, subject to the approval of the District Board of Trustees. Such key positions should assist the clubs in the District to implement the objects, objectives, policies, programs, and goals of Kiwanis.

202.2 Key positions are encouraged to form subcommittees under their District Board Committee to ensure progress is being made between District Board Committee meetings.

202.3 The Governor-Elect and Vice Governor shall not serve in any Key Positions or as any Committee Chair to allow the individuals in these roles to focus on preparation for their future term as Governor.

The following numbers shall be updated accordingly.

202.4 District Key Positions:

1. Resolutions Coordinator
2. District Convention Coordinator
3. Kiwanis International Convention Coordinator
4. District Membership Coordinator (DMC)
 - a. District New Club Opening Coordinator
 - ~~i. District Regional New Club Coordinators~~
 - b. District Club Strengthening Coordinator
 - ~~i. District Regional Club Strengthening Coordinators~~
5. Leadership Development and Education Coordinator(s)
6. Public Relations Coordinator
7. District Bulletin Editor
8. Human and Spiritual Values Coordinator
9. Kiwanis International Foundation Coordinator
10. Sponsored Program Administrators
 - a. Aktion Club Administrator
 - b. Builders Club Administrator
 - c. Circle K Administrator
 - d. Key Club Administrator
 - e. K-Kids Administrator
 - f. Key Leader Administrator(s)
11. Past District Governors Coordinator

~~12. Partnership Coordinator~~

13. Risk Manager

14. Youth Protection Manager

202.5 District Key Position Terms: All positions shall a term of one (1) year with the exception of the following positions which shall have a three (3) year term: District Membership Coordinator, Risk Manager, Youth Protection Manager, Leadership and Development Education Coordinator, and Partnership Coordinator.

Each position, with the exception of the Key Club Administrator and Circle K Administrator, shall begin their terms of office on the first day of October. The terms of office of the Key Club Administrator and the Circle K Administrator shall begin at the conclusion of the respective sponsored programs District conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified.

202.6 The Resolutions Coordinator shall review all proposed resolutions for consideration and recommendation to the District Board and shall draft any resolutions directed by the District Board. The Resolutions Committee may modify, combine, edit, or not accept any club proposals. The District Board shall have final authority on resolutions to be considered at the convention. The Resolution Coordinator shall be the Bylaws and Policy Committee Chair.

202.7 The District Convention Coordinator shall develop committee shall formulate the official program and order of business for the conventions of the District with the approval of the District Board. The District Convention Coordinator shall be the District Executive Director. ~~serve on the Finance Committee.~~

202.8 The Kiwanis International Convention Coordinator shall assist in promoting attendance and participation in the annual Kiwanis International Convention. The Kiwanis International Coordinator shall be a Past District Governor and serve on the International Action Committee (IAC).

202.9 The District Membership Coordinator (DMC) shall serve on the District Membership Committee to work with all clubs in this District to help them retain and increase membership. The DMC oversees the District New Club Opening Coordinator and the District Club Strengthening Coordinator. ~~The District New Club Opening Coordinator oversees all Regional New Club Opening Coordinators. The District Club Strengthening Coordinator oversees all Regional Club Strengthening Coordinators.~~ All positions serve on the District Membership Committee.

202.10 The Leadership Development and Education Coordinator(s) shall assist the District leadership in developing meaningful educational and training experiences for all Kiwanians at District convention and conferences, organize and promote operations and leadership programs for incoming District and club officers, and promote continuing Kiwanis education within each club. The Leadership Development and Education Coordinator(s) shall conduct CLEs and District Officer Training. The Coordinator(s) shall assist with conducting the Mid-Year Education Conference or Mid-Year Regional Education Conference(s) and education sessions at the Lt. Governor Training and District Convention. The Leadership Development and Education Coordinator shall serve on the Education Committee.

202.11 The Public Relations Coordinator shall guide and assist the District and clubs with public relations via various media and ensuring adherence by clubs and the District to the branding guidelines established by Kiwanis International. The Public Relations Coordinator shall serve on the Education Committee.

202.12 The District Bulletin Editor shall develop the District's official publication, The LaMissTenn News. The Governor-Elect shall appoint the District Bulletin Editor for the administrative year. The Governor-Elect and the Editor shall determine the dates of publication. The District Bulletin Editor shall serve on the Education Committee and ensure the District Bulletin is distributed throughout the District including via the website and social media.

Articles and editorials shall be chosen to interpret, amplify, and extend Kiwanis' Objects, objectives, programs of service, current resolutions, and ideals, both in specific topics and in general application. Space limitations prevent publication of routine club activities such as news of club meetings, anniversaries, speakers, and presentations. Reports selected shall be limited to successfully completed or established service or fundraising projects. Priority will be given to projects of an unusual or innovative character.

District Committees and District Key Positions are encouraged to utilize the District Bulletin as their primary means of communication with the clubs.

202.13 The Human and Spiritual Values Coordinator shall encourage clubs to cooperate on broad nondenominational lines to create a greater public consciousness of the importance of human and spiritual values by promoting and communicating the objects of Kiwanis throughout the District. The Human and Spiritual Values Coordinator shall serve on the Service Committee.

202.14 The Kiwanis International Foundation Coordinator shall promote and represent the Kiwanis Children's Fund

in the District. The Coordinator shall encourage all Kiwanis clubs in the District to participate in the Annual Club Gift campaign and encourage all Kiwanis members in the District to support the Kiwanis Children's Fund as well as educate members on grant opportunities through Kiwanis International Children's Fund. The Kiwanis International Foundation Coordinator shall serve on the Service Committee.

- 202.15 Sponsored Programs Administrators:** The Key Club, Circle K, Builders Club, and K-Kids, Coordinator shall be appointed by the Governor-Elect no later than December 1 and shall assume responsibilities for these programs at the beginning of their respective administrative year. Any action taken by these committees shall be subject to review and the authority of the current Kiwanis District Board of Trustees under the bylaws and policies of the District. The Aktion Club and Key Leader Administrators shall be appointed by the Governor-Elect no later than June 1.
- 202.16 The Aktion Clubs Administrator** shall assist Kiwanis clubs and divisions in establishing Aktion Clubs in conjunction with community agencies or organizations that serve the needs of people with disabilities and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). The Aktion Clubs Coordinator shall serve on the Service Leadership Programs Committee.
- 202.17 The Builders Club Administrator** shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club. The Builders Clubs Coordinator shall serve on the Service Leadership Programs Committee.
- 202.18 The Circle K Administrator** shall carry out the Circle K District organization's administrative functions in accordance with the Kiwanis District Board's approval. The Circle K Coordinator shall serve on the Service Leadership Programs Committee.
- 202.19 The Key Club Administrator** shall carry out the Key Club District organization's administrative functions in accordance with the Kiwanis District Board's approval. The Key Clubs Coordinator shall serve on the Service Leadership Programs Committee.
- 202.20 The K-Kids Administrator** shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club. The K-Kids Coordinator shall serve on the Service Leadership Programs Committee.
- 202.21 The Key Leader Coordinators Administrator(s)** shall recruit and train a volunteer team to market the Key Leader program throughout the District; work with Kiwanis International Staff to recommend dates and locations for successful events within the District; and appoint and support the site coordinator for each District event. The Key Leader Coordinator(s) shall serve on the Service Leadership Programs Committee.
- 202.22 The Past District Governors Coordinator** shall be the President of the organization and assist with club strengthening; club opening; mentoring and coaching new and established clubs; mentoring and coaching future District leaders; identifying future District leaders; and providing support for current Governor. The Past District Governor Coordinator shall be the Governor who served prior to the Immediate Past Governor. The Past Governor Coordinator shall serve as the President of the Past District Governors organization and serve on the IAC Committee.
- 202.23 ~~The Partnership Coordinator shall connect clubs with Kiwanis International's official partners and supporting clubs in developing and maintaining signature projects in their communities. The Partnership Coordinator shall serve on the Education Committee.~~**
- 202.24 The Risk Manager** shall instruct clubs and Lt. Governors on how to avoid or minimize risk and communicate regularly with Kiwanis International. The Risk Manager should have a background in property or casualty insurance. The Manager shall work within the Education Committee to conduct education session on the topic at Lt Governor training, District Convention, and through online communication including social media and email. The Risk Manager shall serve on the Education Committee.
- 202.25 The Youth Protection Manager** shall instruct clubs and Lt. Governors on how to help protect the youth served by Kiwanis clubs and their service leadership programs and communicate regularly with Kiwanis International. The Youth Protection Manager should have a background in youth training, education, or law enforcement. The Manager shall develop a District wide campaign for Youth Protection Week, assist with educational opportunities at District Convention, Lt. Governor Training, and online opportunities. The Manager shall work with the District office to communicate, at least quarterly, a risk management topic for the District newsletter and for online communication including social media and email. The Youth Protection Manager shall serve on the Education Committee.
- 202.26 Additional Positions/Committees:** Nothing shall preclude the right of the Governor to name additional positions or committees, under the provisions of the Standard Form for District Bylaws, which would make it possible for the

EXHIBIT D

LaMissTenn Kiwanis Policies: District Board and Committees

Governor to give direct and effective leadership to the goals and objectives the Governor has determined for the administrative year with the approval of the District Board. All other committees shall be appointed by the Governor-Elect prior to October 1 and shall serve at the pleasure of the District Governor.

LAMISSTENN KIWANIS POLICIES

SECTION 300: DISTRICT OFFICERS

300 DISTRICT OFFICERS

- 300.1** The administrative body of a district shall be its board of trustees. The responsibilities and duties of such board are included in the International Bylaws and the District Bylaws.
- 300.2** The duties and responsibilities of the District Officers are set forth in the International Bylaws, the District Bylaws, and in the District Policies.
- 300.3** Due to the reservoir of talent and experience available among past District officers, their services should be utilized whenever practical, and especially to assist the strengthening of weaker clubs, to build new clubs, and to assist at conferences and conventions.
- 300.4** It is recommended that no individual shall serve in multiple District positions including Trustee, Lt. Governor, Foundation Board members, District Key Positions, etc.

301 RESPONSIBILITIES OF THE DISTRICT GOVERNOR

- 301.2** The Governor shall:
- A.** Fulfill the responsibilities of Governor as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the District Bylaws and Policies.
 - B.** Develop a growth plan for the District and supervise the implementation of that plan.
 - C.** Actively promote the participation of clubs in the Objects, Goals, and programs of service.
 - D.** Submit all required reports to Kiwanis International in a timely manner.
 - E.** Attend and participate fully in the International Convention.
 - F.** Promote prompt payment of district and club financial obligations to Kiwanis International, the District, and follow-up on any delinquencies.
 - G.** Promote 100 percent filing of annual club reports.
 - H.** Actively promote the sponsored programs of Kiwanis International and assure proper supervision of those programs on a local, divisional, and district level.
 - I.** Attend America's Governors Conference.
 - J.** Promote the Kiwanis Children's Fund and the LaMissTenn District Foundation.
 - K.** Respond promptly to requests and communications from Kiwanis International.
 - L.** When applicable, plan and make arrangements for the official visit to the District by the International President.
 - M.** Plan and develop the program for the District Convention and Mid-Year Education Conference(s) or Mid-Year Regional Education Conferences, and delegate to the Governor-Elect the responsibility of implementing the leadership education programs and forums at the Mid-Year Education Conference(s) and District Convention, with the Governor assuring that adequate time and proper facilities are provided.
 - N.** Assure that the International Board is kept abreast of District developments through the District's Kiwanis International Board Counselor.
 - O.** At the District Convention, assure that the International Board Counselor has adequate time to present the message from Kiwanis International, to discuss any problems or concerns, and to provide counseling to members in attendance. The International Board Counselor should receive the courtesies appropriate to a representative of the International President.
 - P.** Promote attendance at the International Convention, the District Convention, Mid-Year Education Conference(s), and all other education forums.
 - Q.** Assure that the books of account of the District are audited in accordance with the Standard Form for District Bylaws.

302 RESPONSIBILITIES OF THE DISTRICT GOVERNOR-ELECT

EXHIBIT D

LaMissTenn Kiwanis Policies: District Officers

- 302.1** Upon announcement of candidacy for Governor-Elect, candidates shall enter into an agreement with Kiwanis International whereby, if successful, the candidate agrees to fulfill the duties of office, as stipulated by Kiwanis International. The terms of such agreement must be fulfilled for the candidate to serve as Governor of the District and an Officer of Kiwanis International.
- 302.2** The Governor-Elect shall:
- A. Fulfill the responsibilities of Governor-Elect as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the District Bylaws, and support the Governor in his/her role.
 - B. Assist the Governor when requested by the Governor. Expenses incurred in such service shall be reimbursed by the District as budgeted in the annual District Budget.
 - C. Be responsive to the wishes of the Governor as these relate to the promotion of District Goals and Programs. The Governor-Elect has no authority over incumbent Lieutenant Governors or District Chairmen~~men~~person and shall respect the functions, privileges, and obligations of the District Governor.
 - D. Spend the year in office observing and analyzing the training and administrative procedures in use at District, Division, and Club levels.
 - E. Observe the performance of individual Kiwanians having in mind potential talent for service to the District.
 - F. Attend all governors-elect meeting(s) required by Kiwanis International.
 - G. Attend the International Convention and the meeting for governors-elect held at that Convention.
 - H. Select the faculty of and implement the District Education Conference for Incoming Lieutenant Governors. If held at the District Convention, the Governor shall delegate to the Governor-Elect the responsibility for implementation of the conference and assure that adequate time and facilities are provided.
 - I. Assure the implementation of all Club Officers Education. Such conferences may be held by each Lieutenant Governor-Designate, assisted by a Certified Kiwanis Instructor, or clubs may be encouraged to participate in the training utilizing the Kiwanis International online CLE training module.
 - J. Be designated by the Governor with the responsibility of implementing the leadership education programs and forums at the District Convention, and the Governor shall assure that adequate time and facilities are provided.
 - K. Attend the District Convention, where he/she will be elected and installed into office as the Governor of the District.
 - L. Appoint the committee on Aktion Club, Builders Club, Circle K, K-Kids, and Key Club by February 1.
 - M. After the annual District Convention for each of the Service Leadership Programs organizations, actively promote and assure proper supervision of those programs on a local, divisional, and district level.
 - N. Develop a membership growth plan, including specific targeted sites for new club building, and provide it in writing to the International President-designate prior to the start of the administrative year.
 - O. Serve as Host to the International Board Counselor during the District Convention. Assure that the Counselor has adequate time to present the message from Kiwanis International, to discuss any problems or concerns, and to provide counseling to members in attendance. The International Board Counselor should receive the courtesies appropriate to a representative of the International President.

302.3 The Vice Governor shall:

- A. Fulfill the responsibilities of Vice Governor as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the District Bylaws, and support the Governor in his/her role.
- B. Assist the Governor when requested by the Governor. Expenses incurred in such service shall be reimbursed by the District as budgeted in the annual District Budget.
- C. Be responsive to the wishes of the Governor as these relate to the promotion of District Goals and Programs. The Vice Governor has no authority over incumbent Lieutenant Governors or District Chairperson and shall respect the functions, privileges, and obligations of the District Governor.
- D. Spend the year in office observing and analyzing the training and administrative procedures in use at District, Division, and Club levels.
- E. Observe the performance of individual Kiwanians having in mind potential talent for service to the District.
- F. Attend all Vice Governor meeting(s) required by Kiwanis International.
- G. Attend the International Convention and any meeting for Vice Governors held at that Convention.
- H. Attend the District Convention, where he/she will be elected and installed into office as the Governor-Elect of the District.

303 CANDIDATES FOR DISTRICT GOVERNOR AND DISTRICT GOVERNOR-ELECT

- 303.1** Any candidate for the office of District Governor and District Governor-Elect must have the endorsement of the home club.
- 303.2** Formal announcement of one's candidacy shall be made no earlier than October 1 of the administrative year during which the election shall be held. No public campaigning such as announcements, candidate appearances, and expenditures on behalf of a candidate shall take place before October 1. This policy shall in no way restrict the candidate from seeking support within his/her club or Division membership to decide upon his/her potential candidacy before October 1.
- 303.3** It is recommended that the candidates use the District Bulletin to announce their candidacy to the District membership. Candidates shall be entitled to submit for publication in the District Bulletin, one position or platform paper not to exceed two pages.
- 303.4** Campaigning and campaign materials shall be inoffensive. Signs, posters and pictures, if any, shall be displayed in compliance with the convention hotel management's rules and regulations, and campaign "gimmicks" or handouts limited to brochures, badges, buttons, and other relatively inexpensive items.
- 303.5** A. Whenever a written complaint shall be delivered, the District Governor shall immediately appoint an Election Practices Committee composed of three members of the Past Governors Committee.
 B. The Committee shall receive, consider and act upon any complaints of violation of the letter and spirit of these guidelines.
 C. After giving the alleged violator an opportunity to be heard, the Committee shall call upon him/her to change or discontinue the campaign methods and practices deemed to be improper under these guidelines.
 D. To obtain compliance with its decisions, the Committee shall employ the mildest effective means, but where necessary may resort to public censure.
- 303.6** The District Executive Director shall send a copy of this policy to each candidate as soon as his candidacy is announced.
- 303.7** It is recommended that every candidate for the office of Governor-Elect of this District confer with the District Executive Director in order to become more familiar with the functioning and operation procedures of the District Office.
- 303.8** The District Governor should invite all candidates for the office of ~~Governor-Elect~~ **Vice Governor** to attend meetings of the Board of Trustees. No District funds will be expended for these visits.
- 303.9** **The sole candidate** ~~All candidates~~ for the offices of Governor and Governor-Elect **and all candidates for the office of Vice Governor** shall be afforded the opportunity to address a general session during the annual District Convention. The opportunity to address the convention shall be made available during the opening session of the convention. The ~~current District Board of Trustees~~ **Executive Director** shall set the time limits for each such address, as the Board deems appropriate.
- 303.10** Announced candidates **may use the available District Directory to acquire club officer contact information to raise awareness of their candidacy.** ~~request and receive a copy of mailing addresses and email addresses for the District Board, Lieutenant Governors, Past District Governors, District Committee Chairmen, and Club Presidents. No candidates, campaign staff, or supporters may receive or use contact information for, or send information directly to, convention registrants or club delegates.~~

304 REGIONAL TRUSTEES

- 304.1** Regional District Trustees, elected from the seven regions, will fulfill the following roles in addition to those outlined in the Bylaws:
- A. The individual Regional Trustee will be a resource for the region from which elected, in coordination with the District Governor.
- B. In the years held, the Regional Trustee shall plan, stage and attend the Mid-Year Regional Education Conference ~~or Mid-Year Regional Education Conferences~~ held for his/her respective Region.
- C. The Regional Trustee will not replace the Governor in direct chains of responsibility among Division, District, and District Committees.
- D. District Committees are not required to submit proposed plans to the District Board of Trustees, but rather should submit them to the District Governor.

- E. The District Board of Trustees provides oversight and control over the District Service Leadership Programs.

305 LIEUTENANT GOVERNORS

- 305.1** The Lieutenant Governor, who serves concurrently with the club officers, shall install officers at installation meetings, irrespective of the date of the installation.
- 305.2** The Lieutenant Governor is the representative of the Governor in the Division, assists in everything pertaining to the administrative work of the District. The Governor will indicate the goals, the special emphasis and the policies and methods of procedures for the Kiwanis Year. The Lieutenant Governor has an obligation to be intimately aware of these and to give full support to them during the year. The Lieutenant Governor must be a friend, counselor and confidant to every club in the division, act as a source of inspiration and help, and effectively assist where club deficiencies are evident.
- 305.3** The Lieutenant Governor, as a District Officer, is encouraged to:
- A. Fulfill all duties and obligations outlined in the District and International Bylaws, working under the District Governor in the management and control of the District.
 - B. Attend the Governor-Elect's ~~training conference for Lieutenant Governors Designate~~ **Lieutenant Governor Orientation Conference**.
 - C. In partnership with the existing Lieutenant Governor, make initial contact visit to each club starting as soon as possible after the **Lieutenant Governor Orientation Training** Conference and no later than August 15.
 - D. Consult with and assist clubs in the division to assure:
 - Their proper functioning, including their compliance with the Objects, objectives, Policies, and Procedures of Kiwanis International;
 - Their timely submission of all required reports and payment of financial obligations; and
 - Their participation in the Objects, Goals, and programs of service of Kiwanis International.
 - E. Make at least the minimum required visitations, consisting of one contact, one official club and one official Board visitation to each club in the division.
 - F. Make any and all special visits necessary to maintain the efficient and proper operation and functioning of each club in the division.
 - G. See that club officers in the division are provided with the proper club leadership training and that they attend leadership training conferences, if held for the division and district, or participate in the online training provided by the LaMissTenn District and Kiwanis International.
 - H. Attend the International Convention and all District functions, i.e.: Mid-Year Education Conference or Mid-Year Regional Education Conferences, International President's Visit, and District Conventions as required by International and the District.
 - I. Assist the Regional Trustee with plans and promotion of the Mid-Year Education Conference or Mid-Year Regional Education Conferences, encouraging all clubs of the division to attend.
 - J. Not less than quarterly, hold divisional council meetings with club presidents, the Lieutenant Governor-Elect, and when advisable, club secretaries, committee chairmen **person**, and past Lieutenant Governors.
 - K. Support the Governor's membership growth plan for the division and supervise its implementation.
 - L. Actively promote the Service Leadership Programs of Kiwanis International and assure proper supervision of those programs on a local and divisional level.
 - M. Fulfill such committee responsibilities as may be assigned to by the Governor.
 - N. Be responsible for overseeing club annual solicitations to the LaMissTenn Foundation and the Kiwanis Children' Fund.
 - O. In the situation where the Lieutenant Governor-Elect is not yet chosen or not available, the Lieutenant Governor shall have the responsibility to coordinate with District trainers for such preparatory training as may be necessary for incoming club officers.
 - P. Assist the Governor-Elect on locating a replacement Lieutenant Governor for the upcoming year.
 - Q. Provide District resources and recommendations to clubs that need assistance.
 - R. Assist the Lieutenant Governors-Designate before they take office by:

- Jointly attending club
- Providing them information on the strengths and weaknesses of the clubs in the division; and
- Agreeing to act as a special liaison during the coming year as Lieutenant Governor to all new clubs formed in the division during the current year to assure maintenance of the minimum number of active members needed for chartering of the club, and to assure continued fulfillment of and compliance with the duties and responsibilities as Kiwanis clubs.

305.4 Lieutenant Governors may be reimbursed for their expenses in accordance with the District Budget, as outlined in Policy 702.

305.5 In the event that there is a Governor's Official Visit to the Division, the Lieutenant Governor may preside or may designate another person to preside and conduct the ceremonies, but it is the Lieutenant Governor's sole prerogative to introduce the Governor and may provide a suitable gift for the District Governor, budgeting the whole affair carefully so that all necessary expenses are covered. In the case where the Governor's official visit to two or more divisions is held jointly, the Lieutenant Governors concerned shall decide among themselves who will preside and who will perform the other functions involved therewith.

306 LIEUTENANT GOVERNOR-ELECT/DESIGNATE

306.1 Article X, Section 4 of the District Bylaws, outlines the process to elect the Lieutenant Governor and Lieutenant Governor-Elect for the division no later than the second week of April each year. Once the Lt. Governor-Elect is duly elected by the division to serve as Lt. Governor, his/her title becomes "Lieutenant Governor-Designate" until October 1st when he/she becomes the Lieutenant Governor. The Kiwanian elected to succeed him/her becomes the Lieutenant Governor-Elect.

306.2 The Lieutenant Governor-Elect shall spend the year in office observing and analyzing the activities of the Lieutenant Governor in the division, assisting where called upon. In this year of training, his/her primary goal should be to learn the business of the division and the District, and to assist the Lieutenant Governor where needed. The Lieutenant Governor should work with the President-elect of the clubs to develop a plan which will strengthen all clubs in the division.

306.3 The Lieutenant Governor-Elect should attend Division Council meetings held by the current Lieutenant Governor, shall preside in the current Lieutenant Governor's absence, and shall maintain a policy of holding regularly scheduled division council meetings.

306.4 The Lieutenant Governor-Elect shall attend the Mid-Year Education Conference or Mid-Year Regional Education Conferences where he/she will meet with the Governor-Elect to submit goals for the division for the year ahead, and receive direction from the Governor-Elect as to areas of particular concern of the new Governor.

306.5 The Lieutenant Governor-Elect shall have the primary responsibility to coordinate with District instructors for such preparatory planning as may be necessary for incoming club officers.

306.6 The Lieutenant Governor-Designate should attend the International Convention held prior to taking office.

306.7 The Lieutenant Governor-Designate shall attend the **Lieutenant Governor Orientation Training** Conference conducted by the Governor-Elect.

306.8 The Lieutenant Governor-Designate should work with the current Lieutenant Governor prior to the District Convention to assure that all new club presidents and secretaries attend the convention.

306.9 The Lieutenant Governor-Designate should meet once or twice with all incoming Presidents between the April election and October installation, which will allow this team to work together smoothly during the year ahead.

306.10 The Lieutenant Governor-Designate should encourage all incoming Club Officers to attend Club Leadership Education (CLE) programs in preparation for the upcoming Kiwanis Year.

306.11 The Lieutenant Governor-Designate should attend the District Convention held prior to taking office, where he/she will be formally installed as a Lieutenant Governor.

306.12 Lieutenant Governors-Designate may be reimbursed for their expenses in accordance with the District budget, and as outlined in Policy **702**.

306.13 In the case of a contested election for Lieutenant Governor-Elect at a meeting where such election occurs, each candidate or a representative shall be granted five (5) minutes for presentation of candidacy and qualifications.

307 EXECUTIVE DIRECTOR (SECRETARY-TREASURER)

307.1 The Executive Director shall be an active member in good standing, of a club of the District. The Executive Director should have a working knowledge of the duties and responsibilities of the Executive Director, as outlined in the District Bylaws, and the Kiwanis International District Secretary's Manual.

307.2 The District Executive Director occupies a key position which demands the he/she have an authoritative knowledge of all Kiwanis operations affecting the District. As a District Officer, he/she shall promote the Objects and objectives of Kiwanis International, and promote the interests of the clubs within the District. In general, the Executive Director does everything possible to assist the Governor in the administrative work of the District. The Executive Director shall perform the official duties and responsibilities typical of the District Secretary and the District Treasurer, and as further outlined in the District Bylaws and the District Policies.

307.3 SECRETARY

Functioning as the District Secretary, the Executive Director shall

1. Assist the Governor and the District Board of Trustees in conducting the business of the District, to the best of his/her ability,
2. Keep and maintain all records of the District, the minutes of the convention, and minutes of all meetings of the District Board of Trustees.
3. Submit to the proper officials and committees all communication received from Kiwanis International.
4. Cooperate with the Governor in forwarding all official reports required by Kiwanis International.
5. Make a report to the annual convention and at such times as the Governor and Board of Trustees shall require.
6. Organize District functions (dinners, receptions, caucuses, etc.) at International Conventions, as requested by the Governor and the Board of Trustees.
7. Attempt to develop methods to communicate with and welcome all new Kiwanis members into the District, and to Kiwanis.

307.4 TREASURER

Functioning as the District Treasurer, the Executive Director shall:

1. Maintain financial and accounting records of the District and prepare reports as required.
2. Collect all funds due the District and shall deposit same in District depository.
3. Arrange for signature(s) on ~~Sign~~ all checks for approved expenditures, in the manner prescribed by the Board of Trustees.
4. Approve all vouchers for payment as submitted by District Officers and others.
5. Arrange for the District Office to be the recipient of all other District funds, including Key Club, Circle K, the District Foundation, the Past District Officers Organization, and any other recognized District organization, maintaining separate accounting records for each such organization.
6. At all times, make available for inspection by the Governor, the District Board of Trustees, or any authorized auditors, the financial accounts, records, and books of the District and its sponsored organizations.
7. Upon written request by any club indicating the purpose thereof, shall make available the financial accounts, records, and books of the District and its sponsored organizations, at any reasonable time or times for the parties.
8. Regularly review and advise the District Board of Trustees on the financial condition of the District and its sponsored organizations.
9. Cause an annual audit or review of all District accounts to be made, no later than 90 days after the close of the fiscal year. The Executive Director shall secure the services of a qualified CPA at the lowest cost to the District, with approval of the District Board of Trustees.

307.5 DISTRICT OFFICE MANAGER

The Executive Director shall manage the District Office, including but not limited to:

- a. Maintenance of facilities and equipment;
- b. Responsibility for proper insurance coverage, bond protection, etc., as approved by the Board of Trustees.
- c. Ensure the policies of the Kiwanis District are followed, whether written or implied, by the Kiwanis clubs and periphery organizations of the District, to the extent that he/she is aware of non-compliance.
- d. Maintenance of the files for Kiwanis, the District Foundation, and other organizations and committees; and provide facilities for the files of Key Club and Circle K.
- e. Maintenance of the Archives of the District.
- f. Supervision of the other office personnel, if any.

307.6 CONVENTION MANAGER ~ TRAINING COORDINATOR

The Executive Director shall:

- A. Serve as the Convention Manager of the District, in accordance with District Policy No. 802.2.
- B. Serve as the District Training Coordinator, coordinating regional training conferences, workshops for club officers, committee chairs, and members, and other educational meetings, as directed by the District Board of Trustees.

307.7 DISTRICT FOUNDATION

The Executive Director shall:

- A. Serve as the Executive Director and Treasurer of the LaMissTenn Kiwanis District Foundation. He/she shall serve as a non-voting member of the Foundation Board of Directors.
- B. Assist the Foundation Board of Directors in conducting the business of the District, to the best of his/her ability.
- C. Keep all records of the District Foundation.
- D. Arrange for the District Office to be the recipient of the District Foundation funds, maintaining separate accounting records from the Kiwanis District and other organizations.
- E. At all times, make available for inspection by the Foundation President, the Board of Directors, or any authorized auditors, the financial accounts, records, and books of the District Foundation.
- F. Regularly review and advise the Board of Directors on the financial condition of the District Foundation.
- G. Cause an annual review of the District Foundation accounts to be made, no later than 90 days after the close of the fiscal year, and the appropriate IRS and state tax returns to be filed.
- H. Work with the Board of Directors to attempt to develop methods to communicate with the members and the clubs of the District, to inform them about the available programs of the District Foundation and ways to donate to the Foundation.

307.8 SLP COORDINATOR

The Executive Director shall:

- A. Serve as the Financial Advisor to the Key Club and Circle K District Boards, in cooperation with the District Administrators, for the preparation of the annual Operating and Convention Budgets.
- B. Serve as the Convention Advisor for the Key Club and Circle K Districts, assisting with contract negotiations, program preparation, and other organizational functions.
- C. Assist the SLP Administrators by making available the facilities of the District Office to them and their organizations. However, he/she shall not be expected to do the clerical/stenographic work that the organizations can do for themselves, using their own volunteer labor.
- D. Help update and maintain any District Policies as developed by the Key Club or Circle K District.

307.9 REQUIRED TRAVEL

The required travel of the Executive Director should be limited to all official District and International functions, inclusive of the following:

- a. International Convention
- b. International Council (when held and if invited)
- c. Kiwanis District Convention
- d. Mid-Year Education Conference or Mid-Year Regional Education Conferences
- e. Official Visit of the International President (when held)
- f. All Kiwanis District Board Meetings
- g. All District Foundation Board Meetings
- h. Key Club District Convention
- i. Circle K District Convention

The Executive Director shall also travel to any other official Kiwanis, Key Club, and Circle K District function, necessary to complete the job functions as listed herewith.

Travel to other meetings is to be by invitation only, subject to availability, and at the expense of the club or division extending the invitation.

307.10 GENERAL

In order to fulfill his/her responsibilities within the District, the Executive Director:

- A. May visit Kiwanis Clubs in the District that are in serious need of assistance (e.g., having severe membership problems, financial difficulties, leadership problems, etc.) -- to the extent that funds are available in the appropriate line item of the approved District Budget to defray expenses. These visits shall be made:
 - a. In consultation with the District Governor;
 - b. With the consent of the Lt. Governor in whose division the Kiwanis clubs are located;
 - c. Where the prospects of achieving an improvement are reasonably good.
- B. Shall maintain the official Master Calendar for all official District activities for the Kiwanis District, District

Foundation, Key Club District, Circle K District, Key Leader, etc.

C. Shall perform appropriate duties as may be assigned by the Governor and the District Board of Trustees.

- 307.11** The District Board shall enter into a written contract with the District Executive Director on such terms and conditions as are in the best interests of the District.
- 307.12** During the August Board meeting, the District Board of Trustees will conduct a formal performance review with the Executive Director for the current administrative year. This review will include the Committee's written appraisal of the performance of the Executive Director. The appraisal, along with a recommendation for any compensation adjustment and possible contract extension, shall be presented to the Board for approval at an Executive Session at the November Board Meeting.
- 307.13** The foregoing does not prohibit the District Governor or the Executive Committee from discussing with the Executive Director at any time during the administrative year the Executive Director's performance.

308 VANCANCY IN THE OFFICE OF THE EXECUTIVE DIRECTOR

- 308.1** Should a vacancy in the position occur, the Governor shall appoint a Search Committee, consisting of three District Trustees, a representative of the District Foundation Board, a representative of the Past District Officers Executive Committee, a representative of the Past District Governors, and the Immediate Past Governor, who shall serve as the Chair. The Governor-Elect shall serve as an ad hoc member to the Search Committee. Once appointed, the committee shall serve until a nominee is submitted to the District Board of Trustees.
- 308.2** The Search Committee shall advertise for qualified applicants from within, and outside, if deemed necessary, the District. They shall screen all applicants for qualifications, interview those they feel would best suit the position, and recommend a candidate to the Board. The Board of Trustees shall select a replacement for Executive Director by a two-thirds (2/3) vote.

309 LAMISSTENN DISTRICT BOARD MEMBER RESIGNATION

- 309.1** If a member of the LaMissTenn Kiwanis District Board wishes to resign from the Board, he/she should submit a signed letter of resignation to the District Governor, effective upon receipt of the letter, or as of date specified in the letter of resignation.

310 DISTRICT COUNCIL

- 310.1** The LaMissTenn District Council shall be an informal committee of the District Officers and leadership team, meeting to share information of importance for the District. The District Council will meet at a suitable time during the annual District Convention, and at such other time during the year as called by the District Governor.
- 301.2** The District Council shall consist of the Board of Trustees and the Lieutenant Governors.
- 301.3** The District Governor may elect to invite other District leaders to the meeting of the District Council, which may include the President of the District Foundation, the Chair of the Past District Governors Committee, Chair of the Past District Officers Organization Executive Committee, and the Governors of Key Club and Circle K.

311 CONDUCT UNBECOMING A DISTRICT OFFICER

- 311.1** Violation of the policy defining "conduct unbecoming a District Officer" may result in disciplinary action against the offending Kiwanian. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal. A private reprimand is communicated to the individual violating the "conduct policy" as a warning. A public reprimand requires notification of the District Board or District Governor of the individual violating the "conduct policy." Dismissal means removal as a District Officer.

Any individual receiving written notice as provided in Article XII, Section 1 of the District Bylaws, shall be permitted to hear all evidence against him or her and be afforded the opportunity to provide evidence in his or her defense. The District Board shall hear the evidence and determine what sanction, if any, shall be imposed. The decision of the District Board shall be final.

Finance Committee

Financial Reports



Kiwanis[®]

Louisiana-Mississippi-West Tennessee District

Prepared by

Jen Robertson, Executive Director

Prepared on

November 18, 2024

Statement of Financial Position

As of October 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
Circle K	
Circle K Operating (1692)	8,115.34
Total Circle K	8,115.34
Key Club	
Key Club Operating (1706)	15,825.52
Key Club Savings (2346)	61,902.11
Total Key Club	77,727.63
Kiwanis District	
Kiwanis Conventions (1757)	54,303.55
Kiwanis Operating (1730)	10,898.93
Kiwanis Savings (2354)	119,139.36
PDO Checking (1749)	5,142.95
Total Kiwanis District	189,484.79
Kiwanis Short Term Investment	0.00
Total Bank Accounts	275,327.76
Total Current Assets	275,327.76
TOTAL ASSETS	\$275,327.76

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Credit Cards

CapitalOne District	1,694.62
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Total Credit Cards	1,694.62
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Other Current Liabilities

Direct Deposit Payable	0.00
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Due to Kiwanis International	0.00
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Payroll Liabilities	0.00
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Federal Taxes (941/943/944)	1,233.41
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Federal Unemployment (940)	0.00
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LA Income Tax	84.90
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LA Unemployment Tax	0.00
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MS Income Tax	198.00
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Simple IRA	36.76
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Total Payroll Liabilities	1,553.07
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Total Other Current Liabilities	1,553.07
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Total Current Liabilities	3,247.69
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EXHIBIT F

	Total
Total Liabilities	3,247.69
Equity	
Opening Balance Equity	0.00
Retained Earnings	286,110.68
Net Revenue	-14,030.61
Total Equity	272,080.07
TOTAL LIABILITIES AND EQUITY	\$275,327.76

Statement of Activity by Class

October 2024

	Key Club	Kiwanis Convention	Kiwanis District	PDO	Not Specified	TOTAL
REVENUE						
Dues				245.39		245.39
Meetings Income						0.00
Key Leader South			2,220.85			2,220.85
Total Meetings Income			2,220.85			2,220.85
Misc Income						0.00
Interest Income	154.81		298.75			453.56
Total Misc Income	154.81		298.75			453.56
New Club Income						0.00
Bayou Teche Club Dues Revenue			200.00			200.00
Total New Club Income			200.00			200.00
Rally Registrations	1,730.23					1,730.23
Total Revenue	1,885.04	0.00	2,719.60	245.39	0.00	4,850.03
GROSS PROFIT	1,885.04	0.00	2,719.60	245.39	0.00	4,850.03
EXPENDITURES						
DCON						0.00
DCON Entertainment	750.00					750.00
DCON Venue		2,500.00				2,500.00
Total DCON	750.00	2,500.00				3,250.00
District Office						0.00
Copier Lease			515.94			515.94
Insurance, Business			813.88			813.88
Materials & Supplies			5.92			5.92
Rent & Utilities			676.00			676.00
Software			197.28			197.28

EXHIBIT F

	Key Club	Kiwanis Convention	Kiwanis District	PDO	Not Specified	TOTAL
Telephone & Internet			113.01			113.01
Total District Office			2,322.03			2,322.03
Meeting Expenses						0.00
Key Leader South			663.51			663.51
Mid-Year Expense			1,885.00			1,885.00
Rally Expenses (Sept/Oct)	801.81					801.81
Total Meeting Expenses	801.81		2,548.51			3,350.32
Misc Expenses						0.00
New Club Expenses						0.00
Bayou Teche Club Dues Expenses			400.00			400.00
Total New Club Expenses			400.00			400.00
Total Misc Expenses			400.00			400.00
Staff Salary & Benefits						0.00
Benefit Package, Admin Assistant			87.50			87.50
Benefit Package, Exec Dir			165.00			165.00
Dst Personel, Admin Assist			2,916.66			2,916.66
Dst Personel, Executive Dir			5,500.00			5,500.00
Payroll Expenses						0.00
Payroll Taxes			2,039.81		-1,602.06	437.75
Total Payroll Expenses			2,039.81		-1,602.06	437.75
Total Staff Salary & Benefits			10,708.97		-1,602.06	9,106.91
Travel						0.00
Admin Asst, Travel			42.50			42.50
ED, Auto & Travel Allowance			408.88			408.88
Total Travel			451.38			451.38
Total Expenditures	1,551.81	2,500.00	16,430.89	0.00	-1,602.06	18,880.64
NET OPERATING REVENUE	333.23	-2,500.00	-13,711.29	245.39	1,602.06	-14,030.61

EXHIBIT F

	Key Club	Kiwanis Convention	Kiwanis District	PDO	Not Specified	TOTAL
NET REVENUE	\$333.23	\$ -2,500.00	\$ -13,711.29	\$245.39	\$1,602.06	\$ -14,030.61

Kiwanis Budget vs. Actual_Monthly Report

EXHIBIT F

October 2023 - September 2024

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE												
DCON Registrations	40,501.60		-40,501.60							40,501.60	0.00	-40,501.60
DCON Merchandise	284.05		-284.05							284.05	0.00	-284.05
DCON Program Ads	1,749.16		-1,749.16							1,749.16	0.00	-1,749.16
DCON Sponsorships	8,698.05		-8,698.05							8,698.05	0.00	-8,698.05
DCON Spouse's Tour	24.65		-24.65							24.65	0.00	-24.65
Total DCON Registrations	51,257.51		-51,257.51							51,257.51	0.00	-51,257.51
Dues	7,696.10	7,382.00	-314.10	169,314.36	162,404.00	-6,910.36	410.87		-410.87	177,421.33	169,786.00	-7,635.33
Dues_Prorated Membership					7,500.00	7,500.00				0.00	7,500.00	7,500.00
Total Dues	7,696.10	7,382.00	-314.10	169,314.36	169,904.00	589.64	410.87		-410.87	177,421.33	177,286.00	-135.33
ICON District Dinner				7.50		-7.50				7.50	0.00	-7.50
Meetings Income										0.00	0.00	0.00
Circle K Conv. Mgr.					375.00	375.00				0.00	375.00	375.00
Key Club Conv Mgr Income					2,250.00	2,250.00				0.00	2,250.00	2,250.00
Key Club District Coordinator				5,000.00	5,000.00	0.00				5,000.00	5,000.00	0.00
Key Leader South				4,750.00	3,250.00	-1,500.00				4,750.00	3,250.00	-1,500.00
Kiwanis Conv. Mgr.				2,500.00	2,500.00	0.00				2,500.00	2,500.00	0.00
Mid-Year Income				6,653.48	4,375.00	-2,278.48				6,653.48	4,375.00	-2,278.48
Total Meetings Income				18,903.48	17,750.00	-1,153.48				18,903.48	17,750.00	-1,153.48
Misc Income							28.44		-28.44	28.44	0.00	-28.44
District Foundation Allowance				10,000.00	10,000.00	0.00				10,000.00	10,000.00	0.00
Interest Income				3,328.42	75.00	-3,253.42				3,328.42	75.00	-3,253.42
Total Misc Income				13,328.42	10,075.00	-3,253.42	28.44		-28.44	13,356.86	10,075.00	-3,281.86
New Club Income										0.00	0.00	0.00
Bayou Teche Club Dues Revenue				5,145.10		-5,145.10				5,145.10	0.00	-5,145.10
Covington County Club Dues Revenue				1,895.17		-1,895.17				1,895.17	0.00	-1,895.17
East Livingston Club Dues Revenue				1,652.04		-1,652.04				1,652.04	0.00	-1,652.04
Sabine Club Dues Revenue				4,798.64		-4,798.64				4,798.64	0.00	-4,798.64
Total New Club Income				13,490.95		-13,490.95				13,490.95	0.00	-13,490.95
Total Revenue	58,953.61	7,382.00	-51,571.61	215,044.71	197,729.00	-17,315.71	439.31	0.00	-439.31	274,437.63	205,111.00	-69,326.63
GROSS PROFIT	58,953.61	7,382.00	-51,571.61	215,044.71	197,729.00	-17,315.71	439.31	0.00	-439.31	274,437.63	205,111.00	-69,326.63
EXPENDITURES												
DCON										0.00	0.00	0.00
DCON 2025	1,000.00		-1,000.00							1,000.00	0.00	-1,000.00
DCON Awards, Giveaways, & Decor	3,728.90		-3,728.90							3,728.90	0.00	-3,728.90
DCON Catering	18,325.17		-18,325.17							18,325.17	0.00	-18,325.17
DCON DJ	3,605.00		-3,605.00							3,605.00	0.00	-3,605.00

EXHIBIT F

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
DCON Hotel	4,183.57		-4,183.57							4,183.57	0.00	-4,183.57
DCON Program Printing	1,761.76		-1,761.76							1,761.76	0.00	-1,761.76
DCON Travel	816.26		-816.26							816.26	0.00	-816.26
DCON Venue	6,800.40		-6,800.40							6,800.40	0.00	-6,800.40
First Timers (\$25 ea for 25)	525.00		-525.00	0.00		0.00				525.00	0.00	-525.00
Total DCON	40,746.06		-40,746.06	0.00		0.00				40,746.06	0.00	-40,746.06
District Office										0.00	0.00	0.00
Audit & Accounting				75.00		-75.00				75.00	0.00	-75.00
Copier Lease				6,204.09	6,000.00	-204.09				6,204.09	6,000.00	-204.09
Insurance, Auto Liability				146.32	700.00	553.68				146.32	700.00	553.68
Insurance, Bonding				359.00	800.00	441.00				359.00	800.00	441.00
Insurance, Business				760.91	1,250.00	489.09				760.91	1,250.00	489.09
Insurance, D&O				800.00	800.00	0.00				800.00	800.00	0.00
Insurance, Workers Comp				500.00	600.00	100.00				500.00	600.00	100.00
Materials & Supplies				3,873.73	4,500.00	626.27				3,873.73	4,500.00	626.27
Postage				157.73	200.00	42.27				157.73	200.00	42.27
Rent & Utilities				8,034.00	8,160.00	126.00				8,034.00	8,160.00	126.00
Software				2,881.22	3,350.00	468.78				2,881.22	3,350.00	468.78
Telephone & Internet				1,406.33	1,500.00	93.67				1,406.33	1,500.00	93.67
Cell Phone Reimbursement (\$50/mo)				600.00	600.00	0.00				600.00	600.00	0.00
Total Telephone & Internet				2,006.33	2,100.00	93.67				2,006.33	2,100.00	93.67
Total District Office				25,798.33	28,460.00	2,661.67				25,798.33	28,460.00	2,661.67
Donation to Key Leader							1,000.00		-1,000.00	1,000.00	0.00	-1,000.00
Meeting Expenses										0.00	0.00	0.00
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan				2,031.73	3,000.00	968.27				2,031.73	3,000.00	968.27
Board Mtg, K Nov/Dec, KC Nov, CK Sept/Oct					2,000.00	2,000.00				0.00	2,000.00	2,000.00
Increased costs from KI					3,000.00	3,000.00				0.00	3,000.00	3,000.00
Key Leader South				6,064.00	4,302.00	-1,762.00				6,064.00	4,302.00	-1,762.00
Mid-Year Expense				8,051.78	5,654.00	-2,397.78				8,051.78	5,654.00	-2,397.78
Mid-Year Incentive (\$250/club since 4/23)					1,500.00	1,500.00				0.00	1,500.00	1,500.00
Total Mid-Year Expense				8,051.78	7,154.00	-897.78				8,051.78	7,154.00	-897.78
Total Meeting Expenses				16,147.51	19,456.00	3,308.49				16,147.51	19,456.00	3,308.49
Misc Expenses										0.00	0.00	0.00
Club Strengthening Expenses					4,750.00	4,750.00				0.00	4,750.00	4,750.00
Computer Replacement Expense				879.59	1,000.00	120.41				879.59	1,000.00	120.41
New Club Expenses				2,249.80	4,750.00	2,500.20				2,249.80	4,750.00	2,500.20
Bayou Teche Club Dues Expenses				5,000.00		-5,000.00				5,000.00	0.00	-5,000.00
Covington County Club Dues Expenses				1,930.00		-1,930.00				1,930.00	0.00	-1,930.00
East Livingston Club Dues Expenses				1,680.00		-1,680.00				1,680.00	0.00	-1,680.00

EXHIBIT F

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
Sabine Club Dues Expenses				4,910.00		-4,910.00				4,910.00	0.00	-4,910.00
Total New Club Expenses				15,769.80	4,750.00	-11,019.80				15,769.80	4,750.00	-11,019.80
Retained Earnings (budgeted)					12,180.30	12,180.30				0.00	12,180.30	12,180.30
Total Misc Expenses				16,649.39	22,680.30	6,030.91				16,649.39	22,680.30	6,030.91
Staff Salary & Benefits										0.00	0.00	0.00
Benefit Package, Admin Assistant				766.71	876.15	109.44				766.71	876.15	109.44
Benefit Package, Exec Dir				1,644.72	1,879.74	235.02				1,644.72	1,879.74	235.02
Dst Personel, Admin Assist				29,205.12	29,205.00	-0.12				29,205.12	29,205.00	-0.12
Dst Personel, Executive Dir				62,658.00	62,658.00	0.00				62,658.00	62,658.00	0.00
Payroll Expenses										0.00	0.00	0.00
FICA				-785.02		785.02				-785.02	0.00	785.02
Payroll Taxes				8,996.31	13,200.00	4,203.69				8,996.31	13,200.00	4,203.69
Total Payroll Expenses				8,211.29	13,200.00	4,988.71				8,211.29	13,200.00	4,988.71
Retirement				344.49		-344.49				344.49	0.00	-344.49
Total Staff Salary & Benefits				102,830.33	107,818.89	4,988.56				102,830.33	107,818.89	4,988.56
Travel										0.00	0.00	0.00
Admin Asst, Travel				180.01	600.00	419.99				180.01	600.00	419.99
ED District Secretaries Meeting				1,956.57	1,400.00	-556.57				1,956.57	1,400.00	-556.57
ED, Auto & Travel Allowance				912.77	1,600.00	687.23				912.77	1,600.00	687.23
ED, ICON	531.44		-531.44	2,000.00	2,000.00	0.00				2,531.44	2,000.00	-531.44
Gov ICON				750.00	750.00	0.00				750.00	750.00	0.00
Gov In-District + DCON				200.00	2,500.00	2,300.00				200.00	2,500.00	2,300.00
Gov-Elect, ICON					750.00	750.00				0.00	750.00	750.00
Gov-Elect, In District + DCON				171.68	500.00	328.32				171.68	500.00	328.32
Imm Past Gov, ICON					500.00	500.00				0.00	500.00	500.00
Imm Past Gov, In District + DCON					250.00	250.00				0.00	250.00	250.00
KI Board Trustee Counselor Room & Meals				343.35	500.00	156.65				343.35	500.00	156.65
LG Expenses				150.00	3,300.00	3,150.00				150.00	3,300.00	3,150.00
LG-Elect, Training (max \$150 ea)				1,000.00	2,750.00	1,750.00				1,000.00	2,750.00	1,750.00
Trustees In-District + DCON (7 @ \$200)				600.00	1,400.00	800.00				600.00	1,400.00	800.00
Total Travel	531.44		-531.44	8,264.38	18,800.00	10,535.62				8,795.82	18,800.00	10,004.18
Total Expenditures	41,277.50	0.00	-41,277.50	169,689.94	197,215.19	27,525.25	1,000.00	0.00	-1,000.00	211,967.44	197,215.19	-14,752.25
NET OPERATING REVENUE	17,676.11	7,382.00	-10,294.11	45,354.77	513.81	-44,840.96	-560.69	0.00	560.69	62,470.19	7,895.81	-54,574.38
NET REVENUE	\$17,676.11	\$7,382.00	\$ -10,294.11	\$45,354.77	\$513.81	\$ -44,840.96	\$ -560.69	\$0.00	\$560.69	\$62,470.19	\$7,895.81	\$ -54,574.38

Key Club Budget vs. Actual 23-24_Monthly Report

EXHIBIT F

October 2023 - September 2024

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE						
DCON Registrations	28,104.53	20,625.00	-7,479.53	28,104.53	20,625.00	-7,479.53
DCON Misc Income	12,041.69	13,400.00	1,358.31	12,041.69	13,400.00	1,358.31
DCON Program Ads	266.42		-266.42	266.42	0.00	-266.42
DCON Sponsorships	1,000.00		-1,000.00	1,000.00	0.00	-1,000.00
Total DCON Registrations	41,412.64	34,025.00	-7,387.64	41,412.64	34,025.00	-7,387.64
Dues	29,687.31	30,150.00	462.69	29,687.31	30,150.00	462.69
ICON, KC Revenues	13,269.92	10,000.00	-3,269.92	13,269.92	10,000.00	-3,269.92
Key Club Fundraiser Revenues	4,757.00		-4,757.00	4,757.00	0.00	-4,757.00
Key Club Fundraiser Expenses	-4,536.75		4,536.75	-4,536.75	0.00	4,536.75
Total Key Club Fundraiser Revenues	220.25		-220.25	220.25	0.00	-220.25
Misc Income				0.00	0.00	0.00
Interest Income	1,255.25	45.00	-1,210.25	1,255.25	45.00	-1,210.25
Total Misc Income	1,255.25	45.00	-1,210.25	1,255.25	45.00	-1,210.25
Rally Registrations	4,832.48	2,700.00	-2,132.48	4,832.48	2,700.00	-2,132.48
Total Revenue	90,677.85	76,920.00	-13,757.85	90,677.85	76,920.00	-13,757.85
GROSS PROFIT	90,677.85	76,920.00	-13,757.85	90,677.85	76,920.00	-13,757.85
EXPENDITURES						
DCON	3,968.50	34,025.00	30,056.50	3,968.50	34,025.00	30,056.50
DCON 2025	4,000.00		-4,000.00	4,000.00	0.00	-4,000.00
DCON Awards, Giveaways, & Decor	5,067.14		-5,067.14	5,067.14	0.00	-5,067.14
DCON Catering	10,856.81		-10,856.81	10,856.81	0.00	-10,856.81
DCON DJ	4,200.00		-4,200.00	4,200.00	0.00	-4,200.00
DCON Hotel	4,304.57		-4,304.57	4,304.57	0.00	-4,304.57
DCON Travel	794.64		-794.64	794.64	0.00	-794.64
DCON Venue	6,437.50		-6,437.50	6,437.50	0.00	-6,437.50

EXHIBIT F

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
DCON, Kiwanis Leadership to attend		750.00	750.00	0.00	750.00	750.00
Total DCON	39,629.16	34,775.00	-4,854.16	39,629.16	34,775.00	-4,854.16
District Office				0.00	0.00	0.00
District Office Allowance for non-DCON Support	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00
Postage	191.76	25.00	-166.76	191.76	25.00	-166.76
Supplies & Printing	18.88		-18.88	18.88	0.00	-18.88
Web Page	33.16		-33.16	33.16	0.00	-33.16
Total District Office	5,243.80	5,025.00	-218.80	5,243.80	5,025.00	-218.80
Meeting Expenses				0.00	0.00	0.00
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan	2,140.47	2,000.00	-140.47	2,140.47	2,000.00	-140.47
Board Mtg, K Nov/Dec, KC Nov, CK Sept/Oct	1,094.47	2,000.00	905.53	1,094.47	2,000.00	905.53
Board Mtg, New Board Training (May)	3,857.69	3,000.00	-857.69	3,857.69	3,000.00	-857.69
Board Mtg, Pre-School (Aug)	2,831.39	2,980.00	148.61	2,831.39	2,980.00	148.61
GATC, Gov's Training Conference	0.00	750.00	750.00	0.00	750.00	750.00
ICON, KC Expenses	12,672.20	14,000.00	1,327.80	12,672.20	14,000.00	1,327.80
Rally Expenses (Sept/Oct)	453.49	2,700.00	2,246.51	453.49	2,700.00	2,246.51
Total Meeting Expenses	23,049.71	27,430.00	4,380.29	23,049.71	27,430.00	4,380.29
Misc Expenses				0.00	0.00	0.00
District Board Name Badges & Shirts	1,108.93	400.00	-708.93	1,108.93	400.00	-708.93
Total Misc Expenses	1,108.93	400.00	-708.93	1,108.93	400.00	-708.93
Travel				0.00	0.00	0.00
Admin Asst, Travel	82.95		-82.95	82.95	0.00	-82.95
District Admin Travel	1,989.46	4,250.00	2,260.54	1,989.46	4,250.00	2,260.54
Gov ICON		250.00	250.00	0.00	250.00	250.00
KC District Bulletin Editor, ICON		100.00	100.00	0.00	100.00	100.00
KC Gov, CK DCON		75.00	75.00	0.00	75.00	75.00
KC Gov, K DCON Meals		70.00	70.00	0.00	70.00	70.00
KC LG, ICON	1,200.00	3,000.00	1,800.00	1,200.00	3,000.00	1,800.00
KC Non-Board Intl Candidate, ICON	150.00	150.00	0.00	150.00	150.00	0.00

EXHIBIT F

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
KC Sec-Treas or LG, CK DCON		75.00	75.00	0.00	75.00	75.00
KC Sec-Treas, ICON	250.00	250.00	0.00	250.00	250.00	0.00
KC Sec-Treas, K DCON Meals		70.00	70.00	0.00	70.00	70.00
KC Web Master, ICON		100.00	100.00	0.00	100.00	100.00
KC, District Admin Asst Travel		900.00	900.00	0.00	900.00	900.00
Total Travel	3,672.41	9,290.00	5,617.59	3,672.41	9,290.00	5,617.59
Total Expenditures	72,704.01	76,920.00	4,215.99	72,704.01	76,920.00	4,215.99
NET OPERATING REVENUE	17,973.84	0.00	-17,973.84	17,973.84	0.00	-17,973.84
NET REVENUE	\$17,973.84	\$0.00	\$ -17,973.84	\$17,973.84	\$0.00	\$ -17,973.84

Circle K Budget vs. Actual 23-24_Monthly Report

October 2023 - September 2024

	Circle K			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE						
DCON Registrations	263.67	1,200.00	936.33	263.67	1,200.00	936.33
Dues	612.00	2,400.00	1,788.00	612.00	2,400.00	1,788.00
Foundation Donation	1,000.00		-1,000.00	1,000.00	0.00	-1,000.00
Misc Income				0.00	0.00	0.00
District Foundation Allowance		1,000.00	1,000.00	0.00	1,000.00	1,000.00
Total Misc Income		1,000.00	1,000.00	0.00	1,000.00	1,000.00
Total Revenue	1,875.67	4,600.00	2,724.33	1,875.67	4,600.00	2,724.33
GROSS PROFIT	1,875.67	4,600.00	2,724.33	1,875.67	4,600.00	2,724.33
EXPENDITURES						
CKI, Fall Service Project		200.00	200.00	0.00	200.00	200.00
DCON	63.54	2,000.00	1,936.46	63.54	2,000.00	1,936.46
Meeting Expenses				0.00	0.00	0.00
Board Mtg, K Nov/Dec, KC Nov, CK Sept/Oct		300.00	300.00	0.00	300.00	300.00
CKI ICON Travel		750.00	750.00	0.00	750.00	750.00
GATC, Gov's Training Conference		500.00	500.00	0.00	500.00	500.00
Total Meeting Expenses		1,550.00	1,550.00	0.00	1,550.00	1,550.00
Misc Expenses				0.00	0.00	0.00
District Board Name Badges & Shirts	115.45	100.00	-15.45	115.45	100.00	-15.45
Total Misc Expenses	115.45	100.00	-15.45	115.45	100.00	-15.45
Travel				0.00	0.00	0.00
Admin Asst,Travel		140.00	140.00	0.00	140.00	140.00
CKI Sec-Treas & LG (up to \$75 ea) Travel		200.00	200.00	0.00	200.00	200.00
District Admin Travel		160.00	160.00	0.00	160.00	160.00
Gov-Elect, In District + DCON		250.00	250.00	0.00	250.00	250.00

EXHIBIT F

	Circle K			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
Total Travel		750.00	750.00	0.00	750.00	750.00
Total Expenditures	178.99	4,600.00	4,421.01	178.99	4,600.00	4,421.01
NET OPERATING REVENUE	1,696.68	0.00	-1,696.68	1,696.68	0.00	-1,696.68
NET REVENUE	\$1,696.68	\$0.00	\$ -1,696.68	\$1,696.68	\$0.00	\$ -1,696.68

LAMISSTENN DISTRICT
Of Kiwanis International
2024-2025 BUDGET

	2024-2025	23-24 Actual	23-24 Budgeted
REVENUES:	\$204,554.00	\$218,487.21	\$189,854.00
EXPENSES:	\$204,554.00	\$168,465.86	\$193,191.20
BALANCE:	\$0.00	\$50,021.35	-\$3,337.20

EXHIBIT G

	2024-2025	2023-2024	2023-2024	
		ACTUAL as of 9/30/24	BUDGETED	
3,516 Number of members (Oct 1, 2024)				
1 REVENUES	\$204,554.00	\$218,487.21	\$189,854.00	
2 DUES	\$162,204.00	\$169,314.36	\$162,404.00	Reduced from \$168,877.33
3 Dues (\$44 of \$46/mem + \$7,500 prorated)	\$162,204.00	\$169,314.36	\$162,404.00	Reduced from \$168,877.33
5 MEETINGS & CONFERENCES	\$28,150.00	\$22,353.48	\$17,375.00	
6 Mid-Year Income (185 @ \$40)	\$7,400.00	\$6,653.48	\$4,375.00	
7 Kiwanis Conv Mgr (250 registration @ \$10)	\$2,500.00	\$2,500.00	\$2,500.00	
8 Key Club Conv Mgr (150 registrants @ \$15)	\$2,250.00	\$3,450.00	\$2,250.00	
9 Key Club District Administrative Allowance	\$5,000.00	\$5,000.00	\$5,000.00	
10 Key Leader South Income	\$11,000.00	\$4,750.00	\$3,250.00	
12 MISC REVENUES	\$14,200.00	\$26,819.37	\$10,075.00	
13 District Foundation Allowance	\$10,000.00	\$10,000.00	\$10,000.00	
14 New Club Income				
15 Sabine		\$4,798.64		
16 Covington County		\$1,895.17		
17 East Livingston		\$1,652.04		
18 Bayou Teche		\$5,145.10		
19 Interest Income (12 * \$350)	\$4,200.00	\$3,328.42	\$75.00	
22 EXPENSES	\$204,554.00	\$168,465.86	\$193,191.20	
23 MEETINGS & CONFERENCES	\$21,400.00	\$16,147.51	\$16,026.00	Reduced from \$22,400
24 LG Training/May Board Mtg	\$3,000.00	\$2,031.73	\$3,000.00	
25 Mid-Year Expense	\$7,400.00	\$8,051.78	\$5,724.00	
26 Key Leader South Expense	\$11,000.00	\$6,064.00	\$4,302.00	
27 Increased costs from KI	\$0.00		\$3,000.00	Removed \$1,000
29 TRAVEL	\$16,875.00	\$8,264.38	\$18,800.00	Reduced from \$18,900
30 Governor: In-District + DCON	\$1,350.00	\$200.00	\$2,500.00	Reduced from \$1,500

EXHIBIT G

31	Governor: ICON	\$1,000.00	\$750.00	\$750.00	
32	Gov-Elect: In-District + DCON	\$500.00	\$171.68	\$500.00	
33	Gov-Elect: ICON	\$700.00		\$750.00	Reduced from \$750
34	Vice Gov: In-District + DCON	\$375.00			Reduced from \$400
35	Vice Gov: ICON	\$475.00			Reduced from \$500
36	Imm Past Gov: In-District + DCON	\$225.00		\$250.00	Reduced from \$250
37	Imm Past Gov: ICON	\$425.00		\$500.00	Reduced from \$500
38	Trustees: In-District + DCON (7 @ \$175)	\$1,225.00	\$600.00	\$1,400.00	Reduced from \$200/Trustee
39	LG Expenses (22 up to \$125 ea)	\$2,750.00	\$150.00	\$3,300.00	Reduced from \$150/LG
40	LG-Elect Expenses (22 up to \$125 ea)	\$2,750.00	\$1,000.00	\$2,750.00	Reduced from \$150/LG
41	ED: Travel Allowance*	\$1,250.00	\$912.77	\$1,600.00	Reduced from \$1,400
42	ED: District Secretaries Meeting*	\$1,400.00	\$1,956.57	\$1,400.00	
43	ED: ICON*	\$1,800.00	\$2,000.00	\$2,000.00	Reduced from \$2,000
44	<i>*Other expenses paid from Conventions Fund</i>				
45	Admin Ast: Auto & Travel Allowance	\$200.00	\$180.01	\$600.00	
46	KI Board Trustee Counselor Room & Meals	\$450.00	\$343.35	\$500.00	Reduced from \$500
47					
48	STAFF SALARY & BENEFITS	\$112,730.00	\$102,485.84	\$107,818.89	
49	Salary: Executive Director	\$66,000.00	\$62,658.00	\$62,658.00	
50	Salary: Administrative Assistant	\$35,000.00	\$29,205.12	\$29,205.00	
51	Benefits Package: Exec Dir (3% of salary)	\$1,980.00	\$1,644.72	\$1,879.74	
52	Benefits Package: Admin Assist (3% of salary)	\$1,050.00	\$766.71	\$876.15	
53	Payroll Taxes & Fees (12 mo @ \$725)	\$8,700.00	\$8,211.29	\$13,200.00	
54					
55	DISTRICT OFFICE	\$26,111.00	\$25,798.33	\$28,460.00	Reduced from \$28,361
56	Rent & Utilites (12 mo @ \$703)	\$8,436.00	\$8,034.00	\$8,160.00	
57	Telephone & Internet (12 mo @ \$115)	\$1,380.00	\$1,406.33	\$1,500.00	
58	Cell Phone Reimbursement to ED (12 mo @ \$50)	\$600.00	\$600.00	\$600.00	
59	Remote Office Reimbursement (12 mo @ \$50)	\$600.00			
60	Copier Lease (2 mo @ \$520 + 10 mo @ \$370 + \$165 in taxes)	\$4,905.00	\$6,204.09	\$6,000.00	Able to reduce copier plan from \$6,405
61	Software	\$3,515.00	\$2,881.22	\$3,350.00	Reduced from \$3,715
62	Adobe (12 mo @ \$15)				
63	Anti-virus Software (\$100/yr)				
64	Constant Contact (\$600/yr)				
65	Microsoft Office (\$115/yr)				
66	Quickbooks (12 mo @ \$175)				
67	Sprout Video Hosting (12 mo @ \$10)				

68	Misc (\$300)				Reduced from \$500
69	Materials & Supplies	\$3,250.00	\$3,873.73	\$4,500.00	
70	Postage	\$150.00	\$157.73	\$200.00	
71	Audit & Accounting	\$150.00	\$75.00	\$0.00	
72	Business & Property Insurance	\$900.00	\$760.91	\$1,250.00	
73	Auto Liability (hired and not owned)	\$450.00	\$146.32	\$700.00	Reduced from \$1,000
74	Bonding Insurance	\$375.00	\$359.00	\$800.00	
75	D&O Insurance	\$800.00	\$800.00	\$800.00	
76	Workers Comp Policy	\$600.00	\$500.00	\$600.00	
77					
78	MISC EXPENSES	\$27,438.00	\$15,769.80	\$22,086.31	Reduced from \$28,836.33
79	New Club Expenses	\$4,000.00	\$2,249.80	\$4,750.00	Reduced from \$4,500
80	Sabine Club Dues Expenses		\$4,910.00		
81	Covington County Club Dues Expenses		\$1,930.00		
82	East Livingston Club Dues Expenses		\$1,680.00		
83	Bayou Teche Club Dues Expenses		\$5,000.00		
84	Club Strengthening Expenses	\$2,500.00		\$4,750.00	
85	Retained Earnings	\$20,938.00		\$12,586.31	Reduced from \$21,836.33

EXHIBIT G

2025 DCON BUDGET
Hilton Memphis, Memphis, TN

	W Spshps	WO Spshps
Income:	\$58,065.00	\$51,065.00
Expense:	\$56,952.36	\$56,952.36
Diff:	\$1,112.64	-\$5,887.36

EXHIBIT H

Line Item Budget

INCOME	MEMPHIS			
	QTY	Cost		Total
		Thru 6/27/25	Thru 7/31/25	
DCON Basic Registrations	180	\$160.00		\$28,800.00
	30		\$175.00	\$5,250.00
Extra ticket for Fellowship Luncheon	8	\$50.00		\$400.00
	4		\$60.00	\$240.00
PDO Breakfast Tickets	25	\$40.00		\$1,000.00
	5		\$50.00	\$250.00
Saturday Party Tickets	100	\$65.00		\$6,500.00
	25		\$75.00	\$1,875.00
Prayer Breakfast Tickets	100	\$40.00		\$4,000.00
	15		\$50.00	\$750.00
Program Advertisements				\$2,000.00

INCOME WITHOUT SPONSORSHIPS: \$51,065.00

Available

Platinum	1	0	\$5,000.00	\$0.00
Diamond	2	0	\$3,000.00	\$0.00
Gold	5	3	\$1,000.00	\$3,000.00
Silver	10	4	\$500.00	\$2,000.00
Bronze	<i>unlimited</i>	4	\$250.00	\$1,000.00
Ind Items	6	4	\$250.00	\$1,000.00

Total sponsorships: \$7,000.00

INCOME WITH SPONSORSHIPS: \$58,065.00

EXPENSES		QTY	Cost		Offset Rev	Total
Catering						\$29,945.59
PDO Breakfast	American Breakfast Buffet: muffins, pastries, croissants, scrambled eggs, bacon OR sausage links, potatoes, juices, coffee, tea 9.75% tax 23% service charge	45	\$29.00 \$2.83 \$6.67	\$38.50	\$40.00	\$1,732.39
Fellowship Luncheon	Chicken Monterey: chicken breast, monterey jack cheese, poblano chili, cilantro cream, yellow rice, sauteed vegetables 9.75% tax 23% service charge	210	\$36.00 \$3.51 \$8.28	\$47.79	\$50.00	\$10,314.68
	Panko Chicken: herb crusted chicken, plum tomato cilantro relish, pasta parmesan, vegetable medley 9.75% tax 23% service charge		\$37.00 \$3.61 \$8.51	\$49.12		
	Organic Chicken: herb marinated chicken breast, creamy polenta, Italian spinach 9.75% tax 23% service charge		\$37.00 \$3.61 \$8.51	\$49.12		
Saturday Dinner	Plated Dinner: Herb Grilled Chicken: \$45/person 9.75% tax 23% service charge Chicken Saltimbocca: \$45/person 9.75% tax 23% service charge Herb Crusted Pork Tenderloin: \$47/person 9.75% tax 23% service charge	125	\$45.00 \$4.39 \$10.35 \$45.00 \$4.39 \$10.35 \$47.00 \$4.58 \$10.81	\$59.74 \$59.74 \$62.39	\$65.00	\$7,799.06
Saturday Dinner Bar	4 hours: Bartender 4 hours: Cashier 9.75% tax 23% Service	2 1	\$100.00 \$50.00 \$14.63 \$34.50	\$199.13		\$199.13

EXHIBIT H

EXHIBIT H

Prayer Breakfast	American Breakfast Buffet: muffins, 9.75% tax 23% Service	115	\$29.00 \$2.83 \$6.67	\$38.50	\$40.00	\$4,427.21
Coffee	9.75% tax 23% Service	25	\$70.00 \$6.83 \$16.10	\$92.93		\$2,323.13
Water			\$0.00			\$0.00
District Board Dinner	Board & spouses 16 LGs & spouses 25 District Office & spouses 2 KI Trustee Counselor 1 KI Staff 1	45	\$70.00			\$3,150.00
Entertainment/Speakers/Décor/Printing						\$13,971.78
Speakers	Education Session Speaker Fee	1	\$5,000.00			\$5,000.00
	PDO Breakfast Speaker Fee	1	\$0.00			\$5,000.00
	Prayer Breakfast Speaker Fee	1	\$0.00			
Premier Sound Service including photo boo		1	\$4,000.00			\$4,000.00
Sat. Party Band		1				\$0.00
Sat. Party Dance Floor ~24X24		1	\$250.00			\$250.00
Stage		1	\$250.00			\$250.00
Screen (8'x14') - Folding Screen		1	\$350.00			\$350.00
LCD Projector		1	\$560.00			\$560.00
Pipe and Draping (per panel)		0	\$160.00			\$0.00
	9.75% tax					\$137.48
	23% Admin Fee					\$324.30
Floor podium for PDO Breakfast & House of		1	\$0.00			\$0.00
Annual Community Awards and other Gifts		1	\$500.00			\$500.00
Décor and Extras		1	\$750.00			\$750.00
Printing		1	\$1,500.00			\$1,500.00
Flowers		1	\$350.00			\$350.00

removed to
reduce costs

*reduced
based on Host
Club
commitment

*reduced
based on Host
Club
commitment

Venue Rental				\$2,000.00
Set up fee		1	\$2,000.00	\$2,000.00
Hotel Rooms				\$6,105.00
Comp Rooms Thursday				\$1,480.00
Governor	King Bedroom Exec Suite	1	\$185.00	\$185.00
Governor-Elect	King Bedroom Exec Suite	1	\$185.00	\$185.00
Imm Past Governor	Standard King Room	1	\$185.00	\$185.00
Vice Governor	Standard King Room	1	\$185.00	\$185.00
Executive Director	Standard Double Queen Room	1	\$185.00	\$185.00
Admin Assistant	Standard Double Queen Room	1	\$185.00	\$185.00
KI Trustee Counselor	Standard King Room	1	\$185.00	\$185.00
KI Staff - Rhonda Vrell	Standard King Room	1	\$185.00	\$185.00
Comp Rooms Friday				\$2,035.00
Governor	King Bedroom Exec Suite	1	\$185.00	\$185.00
Governor-Elect	King Bedroom Exec Suite	1	\$185.00	\$185.00
Imm Past Governor	Standard King Room	1	\$185.00	\$185.00
Vice Governor	Standard King Room	1	\$185.00	\$185.00
Executive Director	Double Bed Exec Level	1	\$185.00	\$185.00
Admin Assistant	Double Bed Exec Level	1	\$185.00	\$185.00
KI Trustee Counselor	Standard King Room	1	\$185.00	\$185.00
KI Staff	Standard King Room	1	\$185.00	\$185.00
Key Club Gov	Standard Double Queen Room	1	\$185.00	\$185.00
Key Club District Admin	Standard Double Queen Room	1	\$185.00	\$185.00
Circle K Gov	Standard Double Queen Room	1	\$185.00	\$185.00
K-Kids Rep	Standard Double Queen Room	0	\$185.00	\$0.00
Comp Rooms Saturday				\$2,590.00
Governor	King Bedroom Exec Suite	1	\$185.00	\$185.00
Governor-Elect	King Bedroom Exec Suite	1	\$185.00	\$185.00
Imm Past Governor	Standard King Room	1	\$185.00	\$185.00
Vice Governor	Standard King Room	1	\$185.00	\$185.00
Executive Director	Double Bed Exec Level	1	\$185.00	\$185.00
Admin Assistant	Double Bed Exec Level	1	\$185.00	\$185.00
KI Trustee Counselor	Standard King Room	1	\$185.00	\$185.00
KI Staff	Standard King Room	1	\$185.00	\$185.00
Key Club Gov	Standard Double Queen Room	2	\$185.00	\$370.00
Key Club District Admin	Standard Double Queen Room	2	\$185.00	\$370.00
Circle K Gov	Standard Double Queen Room	2	\$185.00	\$370.00

EXHIBIT H

Not needed as
in Memphis

Comp Registrations			\$3,930.00
Governor	2	\$195.00	\$390.00
Governor-Elect	1	\$195.00	\$195.00
Imm Past Governor	2	\$195.00	\$390.00
Vice Governor	2	\$195.00	\$390.00
Executive Director	1	\$195.00	\$195.00
Admin Assistant	1	\$195.00	\$195.00
KI Trustee Counselor	1	\$195.00	\$195.00
KI Staff	2	\$195.00	\$390.00
Key Club Governor	1	\$90.00	\$90.00
Key Club DA	1	\$90.00	\$90.00
Circle K Governor	1	\$90.00	\$90.00
DCON Chair	1	\$195.00	\$195.00
First Timers Incentive	\$25 for first 25 first timers to register	25	\$625.00
New Club Incentive	2 Free Base Registrations/clubs since 8/24		
Bayou Teche	2	\$50.00	\$100.00
East Memphis	2	\$50.00	\$100.00
Club 3	2	\$50.00	\$100.00
Club 4	2	\$50.00	\$100.00
Club 5	2	\$50.00	\$100.00
Travel			\$1,000.00
Executive Director Travel	1	\$500.00	\$500.00
Admin Asst Travel	1	\$500.00	\$500.00
TOTAL EXPENSE			\$56,952.36

EXHIBIT H

*Includes FL & PB; remove PB if not staying Sat Night

*Includes Fellowship Luncheon only

Comp Registration	
Fellowship Luncheon	\$50.00
PDO Breakfast	\$40.00
Saturday Party	\$65.00
Prayer Breakfast	\$40.00
Total	\$195.00

Grow by 25% and Make the District Pay!

If your club grows by a net of 25% or more, the District will return **HALF or ALL** OF THE DISTRICT DUES for all net growth members!

How does it work?

- **Starting number** = official Oct 1st number set by Kiwanis International
- **Ending number** = official Sept 30th number certified by Kiwanis International mid-Oct
- District reviews and identifies clubs with a **25% net membership growth increase**
- Successful clubs are recognized at the Mid-Year Education Conference and presented with a check for **half or all** of District dues (**\$23 OR \$46**) for each net member
- Reimbursement funds can be used for administrative OR service expenses
- Example:
 - Starting number on 10/1: 50 members
 - Ending number certified for 9/30: 63 members
 - Net new members: 13 members
 - Net growth percentage: 26%
 - Club reimbursement: **\$299.00 (\$23 * 13 net members)**
\$598.00 (\$46 * 13 net members)

In 2023-2024, Carolinas had 10 clubs that grew by 25% with this incentive

- The Carolinas District refunds full District dues for each net member.
- On average, Carolinas invests around \$1,500/year in this incentive.

In 2023-2024, LaMissTenn had 7 clubs that grew by 25%

- Clubs: Northeast Shelby County (27%), Greenville (25%), Waynesboro (50%), Southwest-Lafayette (27%), Ascension (44%), Southern Hills (29%), & Camellia City, Slidell (27%)
- Results applicable to 28 net members
- If this program was applicable in 2023-2024, the District would have refunded
 - **\$644 (\$23 * 28 net members)** in District dues OR
 - **\$1,288 (\$46 * 28 net members)** in District dues

Currently, \$2,500 budgeted for Club Strengthening in 2024-2025 Budget.