

Texas Oklahoma Foundation  
Board of Trustees Meeting  
January 17, 2009  
Lakeview Conference Center

A regular meeting of the Board of Trustees of the Texas Oklahoma District Foundation was held on Saturday January 17, 2009 at the Lakeview Conference Center. After determining a quorum was present, President Chuck O'Toole called the meeting to order at 8:30 AM.

**In attendance:**

|                     |                         |
|---------------------|-------------------------|
| Chuck O'Toole       | Bill Bishop             |
| Chuck Rager         | Jack Noble              |
| Terry Vanlandingham | Harvey Wilson           |
| Marvin Sapaugh      | Jim Wolf                |
| Erby Eikner         | John Miller             |
| Sam Curry           | Ann Wilkins             |
| Jackie Wyatt        | Wayne Young             |
| Nancy Miller        | Dennis Mitchell - Guest |
| Jerry L. Ward       |                         |
| Bob Carlson         |                         |
| Richard Witte       |                         |

**Absent:**

|                   |               |                           |
|-------------------|---------------|---------------------------|
| Sonny Bright      | Jimmy Jones   | Jerry Snyder - Emeritus   |
| Mike Albright     | Weldon Oliver | Fred Seals - Emeritus     |
| Mel Cowart        | Fran Hutchins | Charles Parker - Emeritus |
| Kristin Carnohan  | Don Wall      | Gary Jordan - Emeritus    |
| Marellie Robinson |               |                           |

**Invocation:** Harvey Wilson

**Pledge:** Chuck Rager

**Approval of minutes of last meeting:** Harvey Wilson motioned. Marvin Sapaugh seconded.

**Treasurer's Report:** Wayne Young was not present at this time.

There was discussion on Treasurer's position and duties. President O'Toole presented registration numbers for WOAL and amounts owed to Lakeview camp and to LIFE.

**Standing Committee Business/Reports:**

**Nomination Committee Report:** Chuck Rager

Trustees for 2009-2012: Dennis Mitchell, Sean Raich, Guy Orr  
Jim Wolf, Chuck Rager, John Curlee (pending his approval)

**Motion** by Chuck Rager, Second by Harvey Wilson

Approved

Officers for 2009

President – Chuck Rager

Vice President – Guy Orr

Secretary – Erby Eikner

**Motion** by Chuck O'Toole, Second by Jerry Ward

Approved

**Resignation:** President O'Toole announced the resignation of Jackie Wyatt as Asst. Treasurer.

He stated her resignation would be effective when her replacement is on board and trained.

## **Fund Raisers:**

Raffle – Jim Wolf stated that \$1,800.00 in raffle ticket sales had been turned in as of January 17. Normally we have money for 75% of total tickets. Trustees will continue to sell until cutoff date (Mid-Winter conference).

Lower range (dollar) recognition awards – John Miller reported on two new levels of recognition for donations to the foundation, \$100 and \$250. The \$100 level donation would be recognized with a silver pin and the \$250 level with a gold pin. **Motion** made by Harvey Wilson and seconded by Jack Noble to purchase pins (250 of each). **Approved**

Clarification on CT Bush advanced Awards – Chuck O’Toole ask if the foundation had pins for diamond levels of the CT Bush award. Jackie Wyatt stated that we did have pins for the advanced levels. The foundation will promote the Diamond Level CT Bush award at TO District meetings and events.

## **Key Club Administrator Comments:** See Attached Report

Dennis Mitchell stated that this would be his last Key Club District Administrator report. He is not continuing as district administrator after this club fiscal year.

**Budget 2008-2009:** Chuck O’Toole led the discussion on 2008-09 budget which had not been submitted for approval by the board. Bob Carlson brought up the following items to consider for future budgets: Income realized in one year be spent in following year.

Put 5% of each years revenue into the investment principal.

Drop the number of scholarships given each year

After discussion **Motion** was made by Harvey Wilson and seconded by Richard Witte to accept 2008-09 budget. **Approved**

**Internet Domain Renewal:** Terry VanLandingham reported on renewal of the internet domain renewal for

the foundation website. After discussion **Motion** was made by Harvey Wilson and seconded by Richard Witte to leave renewal with current host. **Approved**

**Automated Withdrawal Program:** Terry also said that at this time it was not feasible for the foundation to setup automatic withdrawals for contributions from donors.

**SOTY Report:** There have been 26 applications received for Sophomore of The Year program this year. Judges are currently ranking these applications. There was discussion on number of SOTY awards to present this year. **Motion** by Harvey Wilson and seconded by Bob Carlson to present 15 SOTY awards this year. It was stated that literature that had been distributed said that 20 awards at \$600 each would be given out. **Motion was withdrawn.**

**President’s Awards:** Harvey Wilson stated that it has been 2 years since the foundation has presented these awards to club presidents whose club has made a contribution to the foundation in the amount of \$5 per member. **Task.** Jackie Wyatt will research to see how many club presidents have not received their award and determine how to present the awards in the future.

**Liability Insurance for WOAL:** The foundation maintains a medical policy for the WOAL attendees at a cost of \$800. Kiwanis International’s liability insurance also applies to this event.

**Background Checks:** Chuck O’Toole stated that all foundation board members have had background checks preformed. There was discussion as to whether or not other adult participants at WOAL have had background checks completed. **Task.** Chuck said hat he would make sure that all of the LIFE team had a check completed.

**Cash Flow Tracking Form:** Chuck O'Toole distributed a cash flow tracking form that had been developed and explained how it would be utilized. After some discussion there was a **Motion** by Harvey Wilson and seconded by Erby Eikner to approve the form and the use of the form. **Approved.**

**New Business:**

**Permanent Committees:** Chuck O'Toole recommended that the following standing committees be established:

Investment Committee – Quarterly review of investments and investment policy.

Budget Committee – Annual development and presentation of operating budget.

Policies and Procedures Committee – Develop and maintain a policy and procedures manual.

Fund Raising Committee – Review of current fund raisers and develop new fund raisers.

Scholarship Committee – Review and update scholarship procedures.

**Motion.** Harvey Wilson moved and Chuck Rager seconded that these 5 standing committees be established. **Approved.** President O'Toole will ask for volunteers and make assignments to these committees.

**Scholarship Endowment Costs:** Chuck O'Toole stated that because of the status of the financial market that earnings on money designated for endowed scholarships was not enough to cover the amount given. **Motion.** President O'Toole made a motion and Chuck Rager seconded that the Budget Committee determine the proper scholarship endowment amount and the award amount. **Motion passed.** It was also stated that the foundation would continue the Nancy Miller scholarship.

**Change Scholarship Weighting to Emphasize Need:** There was discussion on the scholarship weighting factors. **Motion** by Jerry Ward and seconded by Marvin Sapaugh to refer this to the Scholarship Committee. **Motion passed. Task.**

**Policy on Scholarships That Are Not Endowed Completely:** There was discussion on endowed scholarship that the necessary amount for endowment was not received by the foundation and on how to handle the amounts received. **Motion** by Bob Carlson and seconded by Erby to refer this to the Scholarship Committee. **Motion passed. Task.**

**Procedure on Receiving Gifts to The Foundation:** President O'Toole tasked the Investment Committee to develop a policy and procedure for accepting gifts of stocks, real property etc. that given to the foundation. **Task.**

**Fall WOAL Report:** Tim Clipson, of LIFE, gave the report on the fall WOAL and on this weekend. Because of the low attendance in the fall Tim stated that LIFE will not charge the full amount of their contract. Chuck Rager Thanked all of the LIFE leaders for the great job that they are doing. Chuck stated that there will not be a WOAL this next fall due to low attendance the last two years. Also Tim and Delores Booth are working on a retreat weekend for Builder's Club members that would be held in the fall. This event will not be held in 2009 due to funding issues.

**Endowment of Scholarships and Restrictions.**

**Legacy Endowment and Restrictions:**      **Tabled**

**Volunteers:** President O'Toole ask for volunteers for the following:

Mid-Winter booth

Forum on Charitable Giving

CKI Scholarships – Convention

Key Club Scholarship – Convention

Key Club Forum – Applying for Foundation Scholarships.

**Lakeview WOAL Contracts:** Chuck distributed copies of proposed contracts with Lakeview Conference Center for next year's WOAL. He also presented approximate costs of the Builder's Club weekend approximate costs. After lengthy discussion Bob Carlson made a **Motion** to delay the Builder's weekend for one year. Harvey Wilson seconded. The vote was 8 in favor and 8 against. President O'Toole broke the tie by voting for the motion. **Motioned passed. Motion** by Bob Carlson and seconded by Harvey Wilson to approve Lakeview contracts. **Motion passed** Harvey Wilson made a **Motion**, seconded by Erby Eikner, to approve the new contracts with LIFE. **Motion passed.**

**Governor's Comments:** Past Governor Jerry Ward commented on foundation members attending WOAL events. All foundation members should attend these events that we sponsor. Governor Elect Bill Bishop stated that he will be attending the next WOAL session.

The next meeting of the Texas Oklahoma District Foundation will be held on Saturday May 30, 2009 at the DFW Marriott hotel during he district Lt. Gov. training.

Meeting Adjourned.

Respectfully Submitted

Erby Eikner

Secretary

T.O. District Kiwanis Foundation