

President Alan's Board Notes and Summary
of the Regular Monthly Board Meeting of the Kiwanis Club and Foundation of Ann Arbor
Meeting Date: January 17, 2017 at 6:30 pm Location: Kiwanis Center WEST

COMMENTS from GENERAL MEMBERSHIP and GUESTS: (None)

COMMITTEE REPORTS to the Board. (with Liaison Supports as needed)

- a. By-Laws Committee – An update report of our Club By-Laws concerning the recommendations from last year's Re-Organization Committee and required changes from KI. (Share with the general membership February and March)
- b. Process report from Board members regarding Line of Credit.
- c. Report from Eloise regarding costs of future consideration of health care benefits for full time staff.
- d. Bus Service at KCW: Western Washtenaw Area Value Express (W.A.V.E.) is scheduled to add regular bus service with a bus stop at KCW effective Saturday, January 21, 2017. 9 times a day on M-F and 17 times on Sat.
- e. Building and Equipment Committee – status of lease / rent / sale of Kiwanis properties.

Approved the Board minutes from December 20, 2016 and a Special Board meeting of January 9, 2017.

Received the SECRETARY'S REPORT for December, 2016

Received the TREASURERS' REPORTS for our FOUNDATION, SALES, and CLUB

Received the 1st QUARTER REVIEW (Oct. 1 – Dec 31) from the Budget and Finance Committee Chair.

- a. Club Budget. Clarified that we will not send delegates and spouses to KI convention in Paris. Concerns continue regarding weekly lunch use and costs.
- b. Foundation Budget. As of December 31st, Thrift Sales were up by \$14,000 over last year, some expenses are down. No major budget changes recommended now.
- c. Next quarter review report to the Board is scheduled for April 18, 2017.

Board Members continue identifying Kiwanis Committees to become a Board Liaison.

Background Information: Each Board Member will become a Board Liaison to at least two committees. The Board member does not replace the important on-going role nor responsibility of Committee Chair. The Board Liaison shares with those committees the on-going work of this Board, which may impact the good work of those committees and encourage sharing of committee information with the Board. Goal is that the Board and all Committees will be better aligned, informed, and in support of each other's good work.

PRESIDENT'S REPORTS

- A. Sale of Kiwanis real estate, the Kiwanis Center Downtown (KCW) building. Letters were sent to six commercial realtors with a list of questions. Each was offered an opportunity to walk-through KCD. From the list of six realtors, three were selected for interviews on January 19th, then the Special Committee will select one realtor to represent Kiwanis throughout the sale process for KCD. (A Special Board Meeting will be held on Monday, January 23rd at 11:30am at KCD regarding the sale of Kiwanis real estate. Results from that meeting will be shared with the general membership at the noon meeting.)
- B. POSSIBLE FUTURE BOARD TOPICS:
 - a. Building and Equipment Committee funds to implement required capital improvements for KCW expanded sale floor space and/or other improvements as needed. Refer to the Five-Year Capital Plan.
 - b. By-Laws Committee: Final report to the Board on February 21, 2017, regarding Club By-Law changes. In March, the general membership will have a vote on any recommended Club By-Law changes. After Club By-Laws, work starts on Foundation By-Laws, and then the Manual of Policies and Procedures.
 - c. A possible review of the on-going and future secretarial services needs and the appropriate level of reimbursement for those important services as our Club and Foundation needs change.
 - d. Discuss when to seek a formal vote by the Board, and then a vote by the general membership, for authority to sell our out-lot on Jackson Road.

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- e. How can we best honor the community citizens that supported Kiwanis throughout the years? For example: Don Butcher, Jake Haas and others. Dan Dever, Larry French, Max Ziegler will develop a recommendation for the Board's consideration at a future date.

OLD BUSINESS

1. Strategic Planning Committee proposed that going forward we include the marketing of rental/lease/sale of KCW with our on-going efforts to sell KCD. Board did not take a formal vote, however did generally agree with this concept and referred it to the Special Committee for the Sale of Real Estate for its consideration.

NEW BUSINESS

1. Approved a goal from our Sales Management Oversight Committee (SMOC) to increase our Thrift Sale days and/or hours, at both locations (KCD and KCW), by April 1, 2017. Two additional goals related to this sales hour expansion include the recruitment of more volunteers and the development of training programs for sorting, sales, and customer relations.
2. Approved an increase for the salary for the vacant full time Facilities Manager position from the current salary maximum of \$40,000 to a new maximum range of \$40,000 to \$50,000 based on experience and skill set.
3. Approved a Change Order for additional ceiling lights in Room #1200 at KCW not to exceed \$1,250. Money for this Change Order will be drawn from our Line of Credit.
4. Authorized Foundation expenditures of \$500 for "Mott dinners", \$1,000 for Warm the Children administration and marketing, \$1,390 to Kiwanis International Children Foundation to support their program, and \$417 to Kiwanis International for their support of K-Family entities.
5. Approved amending the Board's Sept. 2016 action which split the profits a future Doll House Raffle from 50%/50% KEEP/Thrift Sale to 100% KEEP and to set aside \$2,000 from the Club Budget to demonstrate our financial commitment towards our Kiwanis International grant application for the support landscape design work for KEEP.
6. Tabled a motion to set a date to move the regular weekly noon general membership meetings from KCD to KCW.
7. Approved the creation of a small Special Committee ASAP to review and evaluate a new proposed monthly fee from Lavin Consulting for Bookkeeping services and report back to the Board with a recommendation no later than March 21, 2107. Possible members of the committee include Chairs/members of Budget/Finance, Personnel, one or two Past Presidents, the President, and/or President Elect.
8. Set the date of the next regularly scheduled monthly Kiwanis Board meeting for Tuesday, February 21, 2017, starting at 6:30pm to be held at Kiwanis Center West.

Adjourn the Board Meeting at 9:05pm.

THANK YOU FOR ALL FOR YOUR IMPORTANT WORK AND SERVICE.

#KidsNeedKiwanis

Kiwanis Needs You

Help Us Help Kids!

Attachment: Secretary's Report for December, 2016