

President Alan's Board Notes and Summary
of the Regular Monthly Board Meeting of the Kiwanis Club and Foundation of Ann Arbor
Meeting Date: December 20, 2016 at 6:30 pm Location: Kiwanis Center WEST

COMMENTS from GENERAL MEMBERSHIP and GUESTS: (none)

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

- a. Personnel Committee – The 501 Alliance application.
- b. Investment Oversight Committee.
- c. By-Laws Committee – Process report of their research of our By-Laws and multi-year leases.
- d. Progress report from Board members: Gretchen Preston, Evan LeRoy, and Eloise Lavin regarding discussions with our banker and to update our understanding of the parameters of our current mortgage and Line of Credit. The board requested follow-up report next month regarding Line of Credit (LOC) future uses.
- e. Special Committee to Explore “Warm The Children” Project Official Sponsorship by our Kiwanis.
- f. Membership Digest Committee Report on the 2016-17 edition.
- g. Thank you messages to individual Board members from our Circle K members.

Approved the Board Minutes from November 15, 2016, as distributed.

Received the SECRETARY'S REPORT.

Approved New Member: Mary Stewart Leave of Absences (LOAs) Sharon Keyes (Jan 1 – May 1, 2017),
Betsy Ford (Jan 1 – Apr 1, 2017, and George Gilligan Jan 1 - Feb 3, 2017.

Received November TREASURERS' REPORTS for our FOUNDATION, SALES, and CLUB.

Board Members began the process to select Kiwanis Committees each Board member would become a Board Liaison.

Background Information: Each Board Member was asked to 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. Update on the procedure to sell 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. Each realtor was asked to respond in writing to the list of questions, which will be reviewed by our Special Committee for the Sale of Real Estate. From the list of six realtors, the Special Committee will select one realtor to represent Kiwanis throughout the sale process for KCD.
- B. Magic of Christmas community service project used space at KCW between December 1 – 19th for their Christmas gift collection, gift wrapping, and then distribution. Total of 575 children and over 4,200 wrapped gifts
- C. Building and Equipment Committee plans to use some of its Board approved staff FTE to develop a new job description and then hire a part-time person. This person would provide general cleaning service on days when we have general membership meetings. Specific duties and to whom he/she will report to are being developed. They include prepping the general membership meeting room and entrance prior to each meeting, working as assigned with our food service, clean up the 2nd floor after the meeting.
- D. A new proposal as information only from the Strategic Planning Committee asking the Board to consider extending to the Realtor who is selected to list KCD to take on the marketing and pursuit of selling all designated Kiwanis Property. This proposal will return to the Board on January 17, 2016, for further discussion and possible consideration.

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- E. Cub Scout Pack 131 wants to use our KCW cafeteria area, on Saturday, February 25th for their Pinewood Derby. This may also involve an additional day to set up. They used KCW last year.
- F. POSSIBLE FUTURE BOARD TOPICS:
- Requests from the Building and Equipment Committee for funds to implement required capital improvements for expanded sale floor space and/or other improvements as needed. Refer to the Five Year Capital Plan for further information.
 - Discuss, explore how and 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.
 - Report from the By-Laws Committee on updates to By-Laws to comply with KI and some proposed administrative changes from last year's Re-Organization Committee.
 - Report on how best to honor 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 (none)

NEW BUSINESS

- Approved a new separate account at Ann Arbor State Bank for the single purpose of meeting our payroll obligations. This account would be funded as needed from transferred funds from our general checking account to meet payroll.
- The Board approved the transfer all Kiwanis Club of Ann Arbor Foundation investment accounts from Vanguard to Fidelity
Background information: Our Investment Oversight Committee recommended changing from our current provider, Vanguard to a different provider, Fidelity. Vanguard has not been timely in completing our requested service changes. Vanguard does not have an Ann Arbor office and Fidelity does.
- Approved recommendations from Building and Equipment Committee for Capital Improvements at KCW to increase sale floor space as part of increasing our Thrift Sale revenues and for repairs and replacements of some HVAC units. Funds to come from our Line of Credit.
- Approved a two-part recommendation from Grant Policy Committee for our Club and Foundation to become the Official Sponsor of the "Warm The Children (WTC)" for the 2016-17 Kiwanis year and a new WTC sub-committee under Grant Policy and Children and Youth to continue to explore the responsibilities and needed safe guards of possibly becoming the WTC official sponsor for future years. This committee to report back to this Board by July 2017. Co-Chairs for the WTC sub-committee are Larry French and Mary Stewart.
- Set the date of the next regularly scheduled monthly Kiwanis Board meeting for Tuesday, January 17, 2017, starting at 6:30pm at Kiwanis Center West (KCW).

Adjourned the Board Meeting at 9:02pm.

THANK YOU EVERYONE

#KidsNeedKiwanis

Kids Need You

Help Us Help Kids!

Attachment: Secretary's Report for November 2016