

President Alan's Board Notes, Summary, and Secretary Report
of the Board Meeting of the Kiwanis Club and Foundation of Ann Arbor
Meeting Date: March 21, 2017 at 6:30p

COMMENTS from GENERAL MEMBERSHIP and GUESTS: (None)

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

- a. CLUB TOPIC - Bylaws Committee. (Refer to President's Reports).
- b. FOUNDATION TOPIC - Special Committee for the Sale of Real Estate. (Refer to President's Report)
- c. FOUNDATION TOPIC - Sales Management Oversight Committee (SMOC). Building & Equipment, Space Allocation and the new Club Meetings and Offices Relocation Committees are working on an updated KCW building plan to identify current and future use for each room/space in the KCW building, for Thrift Sales, Areas for Lease, and Club/Foundation activities.
- d. FOUNDATION TOPIC: Kiwanis Environmental Education Preserve (KEEP) update on Kiwanis International (KI) Grant (did not receive) and other KEEP activities. We were encouraged to reapply next year.
- e. FOUNDATION TOPIC - Building & Equipment Committee. Status of repairs and upgrades of current and expanded Kiwanis Thrift Sale areas. New Facilities Manager: Roger Black was offered the position.

Approved the BOARD MINUTES from regular Board meeting of February 21, 2017, as corrected.

Received the SECRETARY'S REPORT for February 2017.

Approved New Member Peggy Lane Hankins-Duynslager and Leaves of Absence for John and Claire Dahl for the month of April.

Received the TREASURERS' reports for our FOUNDATION, SALES, AND CLUB.

BOARD LIAISON'S INFORMATION (Food Service).

Background Information: Board Members are using the new process of once per month contacting the committee Chairs which she/he became a Board Liaison. Share with those Chairs the on-going work of the Board, which may impact the work of those committees and encourage sharing of Committee information with the Board. Goal: Board and Committees are better aligned, and informed of each other's work. Refer to list of liaisons which was emailed earlier this month, webpage members only, and paper copies at the sign-in area.

PRESIDENT'S REPORTS:

FOUNDATION TOPIC: Special Committee for the Sale/Lease of Real Estate.

- a. KCD: Sale/Lease showings are on-going. The Committee met on March 14th with Jim Chaconas from Colliers to review six bids for the purchase of KCD. After this review, the committee decided to start a process for a second round of bids from these bidders. As of March 13th, there have been three showings from possible renters of KCD, but no offers have been received. The number of showings and bids received will continue to be updated and shared at our weekly meetings.
- b. KCW: A 3-year lease with Lendenmeyr Munroe has been signed. Effective lease date is April 1, 2017. First month free rent. They will be in the east end of KCW high bay area, approximately 21,000 sq. feet starting with an annual rent totaling \$127,050, with a 3% annual increase. Some capital improvements will need to occur during the next few months with costs shared 50/50.
- c. KCW: Now that the launching of Lendenmeyr 3-year lease is underway, we will begin to formally discuss a new, modified, and continuing lease for PSSC for additional years. Their current lease ends on September 30, 2017. The new lease will reduce their current sq. foot of 30,000 to about 20,000.
- d. KCW: The area of our KCW high bay is about 45,000 sq. foot. Given the plan to have the two leases as described above (see b. and c.) that will leave about 4,000 as common hallway and high bay storage for our Thrift Sale. Additional Thrift Sale storage is planned for Room 1200, northwest of current sale space.

CLUB TOPIC: Food Services. Meetings with the Social Committee (Max Ziegler) on February 20th and March 20th discussed multiple possible ways to organize and support our weekly food services coordination. The

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Attendance and Reception Committee (Bob Gray) is organizing to provide the weekly cashier service as part of that committee. Individual members of the Social Committee, their Board Liaison, Kathy Barden-Pearlberg (caterer contact), President-Elect Gretchen Preston (leading this Food Services re-org effort) and President Alan with Nick Dever from Building & Equipment Committee (supplies) are all exploring and learning about how to provide food service now and into the future. Looking at the possible use of a self-serve double food line. Options include that the Social Committee, another committee, or a new committee, a person or persons, will need to be identified to oversee food Service Coordination.

POSSIBLE FUTURE BOARD TOPICS:

- a. FOUNDATION TOPIC: Additional requests from the Building and Equipment Committee for funds to implement capital improvements for KCW expanded sale floor space and/or other needed improvements.
- b. CLUB & FOUNDATION TOPIC: By-Laws Committee. Updated Club By-Laws were electronically submitted to Kiwanis International (KI) on Tuesday, March 14, by Secretary Kathie. KI approved them on March 16, 2017. The new Club By-Laws are effective the date of KI approval, March 16th. A copy of our new Club By-Laws was emailed to all members and placed on our webpage under Members Only section. A larger print version was created and is being shared.

The By-Laws committee is now focused on updating our old Foundation By-Laws. As this work is underway it and documents being reviewed, it was discovered that our Foundation's Articles of Incorporation from 1964 has some very outdated language as stated in the Purpose Section of our Foundation document. Discussion is underway by the Strategic Planning Committee, By-Laws Committee and by individual members on how best of review and update that old language to better reflect who will be now and into the near future.
- c. CLUB & FOUNDATION TOPIC: A review of the on-going and Future Secretarial Services and the appropriate level of reimbursement for these important services.
- d. CLUB TOPIC: A letter was sent to our Lt. Governor Charlie to express our Club's lack of support for the Kiwanis District of Michigan Proposed Divisional Realignment Plan. It explained our reasons for keeping the current Division 10 clubs in Division 10. The realignment vote by the Michigan District will occur later this year.
- e. CLUB TOPIC: How Best to Honor Community Citizens that have supported Kiwanis throughout the years. For example: Don Butcher, Jake Haas and others. Max Ziegler and Larry French will work with others to develop a recommendation for the Board's consideration at a future date.
- f. FOUNDATION TOPIC: Warm The Children Project (WTC): No later than June 20, 2017, a recommendation to the Board from the WTC sub-committee of Children and Youth Committee. The sub-committee is tasked with identifying the support needs (staff, time, and financial) of WTC. This information is needed if Kiwanis is to become the WTC Official Sponsor in future years. If the sub-committee's recommendation is for our Kiwanis Foundation to support WTC as their Official Sponsor, the Board would need to vote to approve. Then after due notice to the general membership, a vote by the membership would need to occur. Our membership would need to support our on-going Official Sponsorship of WTC by a 2/3 affirmative vote.
- g. FOUNDATION & CLUB TOPIC: An updated Organizational Chart will be provided to the Board for its review at the Board's April 18th regularly scheduled meeting. This chart is based on work last year by the Re-organization Committee and discussions between Betsy Ford, Alan Burg, and Carmen Ye, our UM Ross Board Fellow. It is still an important work in progress.
- h. FOUNDATION & CLUB TOPIC: The second quarter of our Kiwanis fiscal year is March 31, 2017. Therefore, at the next regularly scheduled Board meeting on April 18th, we will need to plan to review Club and Foundation budgets and vote on any proposed changes. On April 24 weekly general meeting, our updated financial picture and our annual goals will be shared with the members.

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OLD BUSINESS

Updated information from last month: After contacting committee chairs, Alan asked Greg Meisner to Chair a new committee and to identify committee members. "This new committee will be called the "Club Meetings and Offices Relocation Committee" (CMOR) to work with other committees to develop recommendations for the Board focused on the details and timing of moving our Club Meetings and Offices from KCD to KCW when the time is appropriate.

NEW BUSINESS

1. FOUNDATION TOPIC: Approved Capital Improvements for shared improvements with new tenant for the High Bay area (Rooms 1600 and 1700), and for our expanded Thrift Sale space and in Rooms 1100, 1150, and 1400 at Kiwanis Center West (KCW) not to exceed \$40,000. Monies for these improvements will be drawn from our Line of Credit.
2. FOUNDATION TOPIC: Approved payment to Anchorage Group (Doug Ziesemer) in the amount of \$11,781.00 for his 3% commission on the 3-year lease of 21,000 sq. ft. of KCW high bay space to Lindenmeyr Munson.
3. FOUNDATION TOPIC: Approved transferring all three of the Kiwanis Club of Ann Arbor Foundation Investment Accounts from Fidelity to Schwab.

Background information: In late December, we moved from Vanguard to Fidelity for greater ease of access to our investment accounts. Last month, it was learned that Fidelity believes they must have the dates of birth as well as the Social Security Numbers (SSANs) of all Board members as possible beneficiaries. We explained to Fidelity that our Board is not the beneficiary of these funds. This information was in error in the paperwork filing with Fidelity. Fidelity will not allow us to amend the filing. Fidelity has frozen our investment fund accounts until they receive these birth dates and SSANs. Fidelity believes this information is required under the US Patriot Act to prevent possible money laundering. Fidelity will allow us to close our accounts with them. After discussing with other investment companies, our Investment Oversight Committee recommended Schwab. The transfer is in progress.

4. CLUB & FOUNDATION TOPIC: Approved changing two dates for upcoming Club meetings.
 - a. Monday, May 29th to Tuesday, May 30, 2017 due to Memorial Day
 - b. Monday September 4th to Tuesday, September 5, 2017 due to Labor Day
 - c. Set the date for our Annual Club Meeting for Monday, May 15, 2017 for the election of Officers and the new Board members for 2017-18.
5. Confirmed the date of the next regularly scheduled monthly Kiwanis Board meeting for Tuesday, **April 18, 2017, starting at 6:30pm at Kiwanis Center West (KCW).**
6. Adjourned the Board Meeting as of: 8:38pm.

THANK YOU FOR THE IMPORTANT WORK AND SERVICE.#KidsNeedKiwanis

Kiwanis Needs You

Next Page: Secretary Kathie's Report for February 2017.

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KIWANIS CLUB OF ANN ARBOR
SECRETARY'S REPORT
February 2017

1. Club Membership and Performance	<u>2017*</u>	<u>2016</u>	<u>2015</u>
Member count on February 28, 2017	145	154	162

Net change since October 1, 2016 = +9

* Starting Oct. 1, 2016 Membership = 136

2. Reports: The February monthly report to Kiwanis International was submitted Mar. 10, 2017 and will be emailed to the Board.

3. Minutes of the February 21, 2017 Board meeting: The draft minutes of Feb. 21 Board meeting will be distributed to Board members and after approval or will be posted to the members only section of website.

4. New Members added in February: Zachary Ackerman and Jason Balcom were inducted in December, paid dues in Feb. and added to KI roster.

Prospective Members for approval: Peggy Lane Hankins-Duyslager has applied for membership, is sponsored by Bob Gray, co-sponsored by Marianne D'Angelo. interviewed by Past President Jerry Brown, who recommends acceptance into membership.

New Members in Progress: (Inducted members are not officially added until dues are paid.)

- Paula Fomby was approved at Feb. Board Meeting, will be inducted Mar. 7 and upon payment of dues will be added to KI roster.
- Jake Stacey was inducted at Dec. 1 KYP meeting, has not yet paid dues.
- Ted Thiry still needs to be interviewed by Past President, then approved by Board.
- Sandra Rabidoux has applied for membership, will be interviewed Mar. 27, 2017.

Membership info: In Michigan District, our club is ranked 5th out of 167 for net growth (+9) and 49th out of 167 in percentage growth (+7.4%).

5. Leave of Absence: Claire and John Dahl request leave of absences for the month of April 2017.

6. Spring Divisional will be held Saturday, April 8 at Mt. Brighton, hosted by Ann Arbor Western Club. Deadline for registrations is Mar. 22, no registrations at the door.

7. Interclubs:

- **Chelsea will host a Super-Interclub April 17, 2017.**
- April 26- Spaghetti Dinner hosted by Ann Arbor Western- benefit High Point School.

Respectfully submitted,

Kathie Wilder, Secretary