

MEETING MINUTES

KEY CLUB INTERNATIONAL BOARD

February 6, 2016

A meeting of the Board of Trustees of Key Club International was held in Atlanta, Georgia on February 6, 2016.

Those present for the board session: President Rip Livingston, Vice-President Addison Clipfell, and Trustees Giselle Campbell, Bethany Downs, Kacie Hines, Amy Jiang, Ian MacDonald, Aysha Moneer, Anastasia Slepukhova, Devin Sun, Hojin Yoon and Clifford Young. Also present were Amanda Spice, Key Club International Director, Matthew Nance, Leadership Development Specialist and Barbara Thompson, Kiwanis International Board Counselor.

President Rip Livingston called the meeting to order at 1:41 p.m. on February 6, 2016.

REPORT OF THE COMMITTEE CABINET

Approval of the Key Club International Board November meeting minutes

The committee reviewed the November Key Club International Board meeting minutes.

RESOLVED: That the Key Club International Board approve the November Key Club International Board Meeting Minutes.

ADOPTED

REPORT OF THE COMMITTEE ON INTERNAL DEVELOPMENT

Amendment to the Key Club International Board Policies

The Board committee on internal development reviewed the quality and relevancy of content in and readership of the Key Club International magazine.

RESOLVED: The Key Club International Board approves the following addition to the Key Club International board policies:

Policy Q: Publication

- a. The Key Club International Board may provide input on the content and format of the official publication.
- b. The Key Club International Board Executive Committee shall serve as the liaison between the Key Club International Board and the Key Club International Director regarding the official publication.

POSTPONED UNTIL JULY

The Key Club International Board approves that Key Club International cease the printing of the fall issue of the Key Club International magazine and publish all future issues of the Key Club International magazine online.

RESOLVED: The Key Club International Board recommends that the Key Club International magazine be published online.

ADOPTED

Strategic Intent: Critical Issue #6: Member education

Governance: None

Capacity: No change

Finance: Changes will be reflected in the 2016-2017 Key Club International budget

Metrics: Key Club International magazine will be published online

Effective Date: Fall 2016

REPORT OF THE COMMITTEE ON GROWTH AND OUTREACH

Approval of the recommendation to the Kiwanis Youth Programs Board

The committee has studied, reviewed, and discussed the current and future status of Key Club and its growth outside of North America and the Caribbean. In the interest of growing and effectively strengthening the presence of Key Club International around the world, the Key Club International board recommends the removal of any designation in Kiwanis Youth Programs governing documents specifying Key Club's official existence as being solely within the boundaries of North America and the Caribbean.

Resolved: The Key Club International Board recommendations removing references to Key Club's existence solely within North America and the Caribbean to the Kiwanis Youth Programs Board.

ADOPTED

Strategic Intent: Critical Issue #4: Global presence & awareness raising

Governance: Possible changes to the Kiwanis Youth Programs Board policies will be recommended to the Kiwanis Youth Programs Board

Capacity: No change

Finance: None

Metrics: None

Effective Date: Upon approval by the Kiwanis Youth Programs Board

REPORT OF THE EXECUTIVE COMMITTEE

Approval of the Key Club International Convention 2020 location

The committee has evaluated possible locations for the 77th Key Club International Convention, and has studied feasibility, entertainment options and budgetary impact.

RESOLVED: That the Key Club International Board approves San Francisco, California as the location for the 77th Key Club International Convention.

ADOPTED

Amendment to Key Club International Policies

The committee has reviewed a recommendation from staff to amend Youth Opportunities Fund policy.

RESOLVED: The Key Club International Board approves the following changes to the Key Club International board policies.

POLICY N. YOUTH OPPORTUNITIES FUND

1. Purpose. The purpose of the Youth Opportunities Fund is as follows:

- a. To provide financial support to Key Club International events and projects, to individual KCI clubs and members through service grants, academic scholarships and other special projects; and
- b. To provide donors ~~Kiwanians and Key Club alumni~~ with a means to support the activities and future of Key Club International and its members around the world.

2. e. Structure: The Youth Opportunity Fund is a restricted fund consisting of two accounts:

a. The Permanently Endowed account. No distributions are made from this account; and

b. The Temporarily Restricted account.

~~Two funds exist within Kiwanis International Foundation which together make up the Youth Opportunities Fund. The unrestricted fund consists of annual fund donations to the YOF and accrued unspent interest from the annual 4% draw on the assets of the YOF permanent fund. The permanently restricted fund (endowment) consists of 25% of all donations made to the Youth Opportunities Fund prior to October 1, 2014, plus any gifts and bequests designated as YOF endowment by donors to the Kiwanis International Foundation.~~

3. 2. Distribution. Grants are made ~~from the unrestricted fund~~ in the following ways:

a. The Key Club International Board may grant ~~out~~ **an amount to be distributed from the temporarily restricted account according to** ~~the annual 4% draw on the endowment to clubs through the established project grant program.~~

b. **An advisory committee shall exist to make grants to Key Club International from the temporarily restricted fund.** ~~An~~ **The** advisory committee **will be** made up of the Kiwanis International **Chief Financial Officer** CFO, the Kiwanis International Foundation **Chief Operating Officer** COO, the Designated Director of Kiwanis Youth Programs, ~~and~~ the Key Club International President, **the Key Club International Vice President, and one Trustee on the Key Club International Board.** ~~will make annual program and/or operational grants, upon request of staff, to Key Club International from the accrued unspent balance in the unrestricted fund. No distributions are made from the permanently restricted fund (endowment.)~~

c. **Fund distributions must be consistent with applicable law and Kiwanis International Foundation policy as amended from time to time. The Foundation sets the spending policy for all funds within the Foundation. Fund distributions exceeding the annual spending policy amount require approval from the Kiwanis International Foundation Board of Trustees.**

4. 3. Youth Opportunities Fund Club Project Grants

a. The funding cycle will function to accommodate the Key Club calendar. Applications must be received by October 15.

- b. Grants made by Key Club must conform to the Mission and Core Values prescribed in its Bylaws; further the goals and ideals of Key Club; and promote exposure of Key Club in the area where the program or organization is located.
- c. The Youth Opportunities Fund provides ~~unrestricted~~ grants only to Key Clubs and/or club members.
- d. Grant funding commitments expire on the January 1 following one year after the date of the application deadline for the designated funding cycle.
- e. Grant recipients may spend up to the specified amount for the sole purpose for which it was approved. Funds not expended for the purpose for which the grant is given shall be forfeited and must be returned to the foundation.
- f. Grant recipients must comply with the terms and conditions of the grant as set forth by the foundation.

ADOPTED

Strategic Intent: Critical Issue #2: Finance

Governance: Changes will be reflected in the Key Club International Guidebook

Capacity: No change

Finance: No impact

Metrics: None

Effective Date: Immediately

REPORT OF THE KEY CLUB INTERNATIONAL BOARD

Approval of The Thirst Project as a Key Club service partner

For the past three years, Key Club has supported The Thirst Project through participation in a month long campaign to raise awareness of the global water crisis. Key Club Service Partners include brands that wish to offer fundraising and service project opportunities to support the shared missions of Key Club and the organization. Aligning The Thirst Project as a Key Club service partner would elevate support from Key Club from one month to a year round support.

RESOLVED: The Key Club International Board approves The Thirst Project as a Key Club service partner.

ADOPTED

CLOSING COMMENTS

President Livingston adjourned the meeting on February 6, 2016 at 3:08 p.m.