

SECRETARY

Your diligence and passion for Kiwanis inspired your fellow Kiwanians to give you one of the most important jobs in your club. By maintaining accurate club and membership records, keeping official meeting minutes and making connections in the community, you'll keep your club informed and engaged. And your club's leadership team will be stronger and more efficient, thanks to your communication skills and attention to detail.

RESPONSIBILITIES

The club secretary ensures club operations run efficiently and manages many of the details that make the club experience great. The secretary works closely with the president and board of directors and is responsible for the management of all club records, including minutes and attendance at all club and board meetings. As an officer of the club and a member of the board of directors, the club secretary can participate in all board discussions and vote on any question put to vote by the presiding officer. Club secretaries will find a list of resources at www.KiwanisOne.org/clubsecretary.

QUALIFICATIONS

- Willing to learn and use Kiwanis online reporting
- Able to discern and summarize action items and key points from meetings
- Attentive to detail
- Organized

DUTIES

- Manages and maintains club and membership records online
- Makes club records available upon request
- Maintains club's permanent files
- Keeps minutes of club and board meetings
- Shares all communications received from Kiwanis International or the district as appropriate
- Forwards the Club Insurance Resource Guide to the safety coordinator
- Submits all official reports required by Kiwanis International, the district and the club
- Orders merchandise from the Kiwanis Family Store
- Ensures that the club follows current Kiwanis brand standards in its internal communications and public awareness efforts
- Performs other duties as may be assigned by the president or board
- Fulfills all other duties documented in the Standard Form for Club Bylaws

FILES TO BE MAINTAINED BY THE SECRETARY

- All correspondence
- Club secretary resources binder
- Convention information for the district and Kiwanis International
- District publications
- Service Leadership Programs documents and communications
- Kiwanis Family Store catalog, copies of orders

PERMANENT FILES TO BE MAINTAINED BY THE SECRETARY

These files contain records to be passed on to the succeeding secretary or the custodian of the club's permanent records.

- Board meeting minutes
- Cancelled checks (seven years)
- Club newsletters
- Club meeting minutes
- Financial records and reports
- Background checks of Kiwanis advisors (seven years)
- Historic information and materials
- Invoices
- Recognitions such as:
 - Legion of Honor
 - Ruby K
 - Life member
 - Significant donations
- Lists of officers, directors and committees for each year
- Official documents related to club organization and incorporation
- Official documents related to club foundation, if applicable
- Other items of historical significance

PERMANENT FILES TO BE MAINTAINED BY THE SECRETARY continued

Kiwanis International's online reporting system tracks many permanent records for your club, but this system has just been introduced in recent years. Be sure you have the last seven years of records in your files either electronically or in print.

- Annual club reports of past years
- Club bylaws
- Former members' entry and deletion dates
- Life Member Status recipients
- Membership payment of fees and dues
- Membership: current roster and biographical information
- Membership records for current members (Kiwanis International forms)
- Annual billing reports

KiwanisOne.org online reporting system

Club secretaries are charged with completing club reports, managing membership, updating officer information and more. What would normally require hours of paperwork is now available with just a few clicks via the KiwanisOne online reporting system.

Registration

All Kiwanis members can create a login for KiwanisOne. Whether or not certain features are available to them after logging in depends on their roles with the club, division or district. To register your login credentials for the first time, or to simply reset the ones you already have, the process is virtually the same.

1. In your browser, go to reporting.KiwanisOne.org.
2. Click the Register/Reset Password link at the bottom of the page.
3. Type your email address and click the Submit button.
4. If your email address is already in the database, you'll receive an email with instructions for setting up (or resetting) your password. If the email address you enter is not found, you'll be prompted to send an email to member services to update your member profile with your new email address.

NOTE: This login page is used to access any and all features built into KiwanisOne. This includes all Kiwanis club officer features, training features for incoming officers and the Membership Update Center (Key Club, CKI and Aktion Club).

Email:

Password:

Login

remember me

[Register/Reset Password](#)

Home page

When you log in to KiwanisOne, you'll first be taken to the new Home page. Your name and the name of your club will be at the top of the page next to the Sign Out button. Beneath that you'll have the ability to update your own information with the Edit Profile link.

Click the Secretary icon on the left to get to the Secretary Dashboard.

Secretary Dashboard

Sec. Dashboard

Member Admin

Monthly Report

Annual Report

Finances

The Secretary Dashboard is a way to access club information and reporting features. The dashboard is broken into multiple sections, each of which is briefly explained below.

NOTE: Club presidents use the Secretary Dashboard too. It's displayed automatically when a club president logs in to KiwanisOne. However, there are some features that club secretaries have access to that the club presidents don't. The Secretary Dashboard is one of the options available to both.

CLUB ELECTIONS

The club elections section allows for quick and easy editing of the club officers' roles. Use the dropdown menu to select which Kiwanis year to view or edit. If no officer is listed for a role, click the plus icon to add a member to this role. After clicking the plus icon, a window will pop up. Start typing the name of the member and choose the appropriate member from the results. When finished, click Submit. This will update the information on the dashboard and in the Kiwanis International database concurrently.

CLUB INFORMATION

This section displays your club's charter date, division and district. The only field you can edit is the website field. If your club has a website (or a Facebook page), enter the URL for the website by clicking the plus icon. Make sure you enter the full address (e.g., <http://www.kiwanis.org> instead of just www.kiwanis.org). This website address is automatically posted to the Find A Club locator on kiwanis.org so make sure you keep it updated.

MEETING LOCATIONS

This section allows for editing the meeting locations for your club. This information, much like the website field, is automatically added to your club's information on the Find A Club locator on kiwanis.org. Click the plus icon to add a new meeting location, or click the pencil icon next to an already existing one to edit that information. Clubs can list more than one meeting date and time.

SPONSORSHIPS

This section will display Service Leadership Program clubs for youth, university students or adults with disabilities that your Kiwanis club has sponsored. Keep the names of your Kiwanis advisors and faculty advisors up to date to ensure the right people at the school or club are receiving resources they need.

You can edit advisor information by clicking the pencil icon(s). If the sponsored clubs listed are incorrect, contact the Kiwanis Helpline at 1-800-KIWANIS, extension 411, or send an email to memberservices@kiwanis.org. Someone from the member services team can correct this for you.

Additionally, confirm your youth program advisors have successfully completed professional background checks in this section. This is a requirement for anyone working with youth.

LINKS AND DOWNLOADS

Kiwanis International will update the links and downloads anytime there's a critical announcement, or when a new form becomes available that should be quickly accessible to club secretaries or presidents.

SUPPORT

This section of the Secretary Dashboard provides a quick and easy way to send a message to your district or to the member services team at Kiwanis International. Simply choose which office you'd like to contact, type in your message and click the Submit button. Since you're already logged in to KiwanisOne, the respective team will know who the message is coming from and will respond to your message as soon as possible.

Member Admin

Sec. Dashboard **Member Admin** Monthly Report Annual Report Finances

The Member Admin section is only available to the club secretary. It allows for adding, deleting or editing member information, as well as a way to search for and export member information to an Excel spreadsheet. The Member Admin page by default displays a list of all current members of your club. Use the tabs just above the member list to switch between active, corporate, honorary, satellite and even former members of your club. Click the appropriate icon in a specific member's row to view, edit or delete the information. NOTE: Only club secretaries are granted the ability to edit or delete a member's information in the system.

To add a new member, click the New Member button. You'll start by entering the new member's first and last name, email address, and then selecting the type of membership (e.g., corporate, honorary, etc.). The system will guide you through the process step by step. Make sure to fill in required fields marked with an asterisk before submitting the new member's information.

Monthly Report

Sec. Dashboard Member Admin **Monthly Report** Annual Report Finances

A club secretary is required to submit monthly reports about a Kiwanis club's activities and successes. Here are a few tips that will help you get started with the online monthly report features of KiwanisOne. To access the Monthly Report launch page, log in to KiwanisOne and then click on Monthly Report in the navigation menu at the top of the page.

To see a current tutorial about how to complete the monthly report, please visit www.KiwanisOne.org/reporting.

NAVIGATING THE MONTHLY REPORT LAUNCH PAGE

The first thing to look at when opening the Monthly Report Launch page is the "How it works" help button. Click the question mark in order to read how the monthly report is organized.

The new monthly report format is simpler and shorter. Most of the responses can be made with a single mouse click.

Kiwanis International realizes that these reports serve two purposes. They help measure our progress together as a worldwide organization, and they help local clubs record and measure their impact locally.

Because of this, the monthly report incorporates the use of "Other" responses where the details of club activities may be recorded.

You will find “Other” responses under each of the following:

- Mentoring and education
- Partnerships
- Service projects
- Community alliances
- Recognition of community members
- Funding support

MONTHLY REPORT TIPS

- The currency used for all of monthly reports will be set by the system based on what currency is saved for your club in the Kiwanis International database. If, for some reason, your club does not have a currency saved to your records in the Kiwanis database, the system will prompt you to add it.
- Reports can be edited, saved and submitted as many times as needed. If a report is submitted with an error or an adjustment is needed, go back to the report and make edits by clicking on the edit (pencil) icon. When ready, submit the report again.
- The club annual report will be compiled automatically at the end of the year if all of monthly reports have been filed for the Kiwanis year using the online system. There is an opportunity to review and approve all of the information before officially submitting the annual report in November.

Annual club report



The fourth tab is where you complete the annual club report. This information helps provide a snapshot of your club’s activities for the year. Not only does this data provide your district with information to recognize your club’s accomplishments, it also gives Kiwanis International an understanding of what our clubs are doing in communities around the world.

Finances

Sec. Dashboard	Member Admin	Monthly Report	Annual Report	Finances
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Open (unpaid) orders for your club are listed on the Finances page. These invoices include dues, new member fees, etc. Select one or more invoices using the checkboxes and you'll see a Pay & Print option appear at the bottom of the page. You may also select the top checkbox to select all invoices, and then print and pay them all at one time.

The compiled invoices will show as itemized expenses on the printout. The printout will also include instructions on where to send payment(s).

New in 2014, open orders and invoices may be paid through an online payment system using a credit or debit card. Instructions are available within the online system.

Stuck? Need help?

If you encounter an issue as you begin to use KiwanisOne's reporting features, don't worry. It's easy to get help. Here are a few great resources:

- Discover videos and articles about the online reporting system at www.KiwanisOne.org/reporting.
- Find tools and support articles/videos just for club secretaries like you at www.KiwanisOne.org/clubsecretary.
- Be empowered to do what you need to do using the tips in this guide. Read the instructions carefully.
- If these resources don't provide what you need, send an email to memberservices@kiwanis.org describing your issue with as much detail as possible. One of the team members will get back to you as quickly as possible.

Don't forget: Many of the basics for navigating the member website and online reporting can be found at www.KiwanisOne.org/support.

Resources

Board of directors meeting minutes

Sample format: Option 1

	Kiwaniis [®]	Board meeting minutes (Sample format – option 1)
Kiwaniis club of _____		Date: _____
Board members present:		

Board members absent:		

Quorum present (simple majority): Yes or No		
Guests:		

Roll call		
Secretary's report		
<ul style="list-style-type: none">• Minutes from previous meeting (officially accepted by the board after review)• Official correspondence		
Treasurer's report (officially accepted by the board after review)		
<ul style="list-style-type: none">• Administrative and service accounts• Approval for payments not within the approved annual budget		
Membership committee report		
<ul style="list-style-type: none">• Applications for membership• Resignations or changes in club roster		
Other committee reports		
Unfinished business from a previous board meeting		
New business		
Strategic discussion about areas of concern		
Division business		
District business		
Kiwaniis International business		
Download this document at www.KiwaniisOne.org/clubsecretary . Personalize it to reflect your club's board meeting agenda and the space you need to take the minutes.		

Sample format: Option 2



Kiwanis[®]

Board meeting minutes (Sample format – option 2)

Kiwanis club of _____

Date: _____

Board members present:

Board members absent:

Quorum present (simple majority): Yes or No

Guests:

Roll call

Consent agenda (officially accepted by the board in a single vote)

- Secretary's report and minutes
- Treasurer's report

Action agenda (each item is voted on individually)

- Committee reports that require action
- Funding requests outside of the approved budget

Information agenda

- Committee reports that do not require action

Future business

Download this document at www.KiwanisOne.org/clubsecretary. Personalize it to reflect your club's board meeting agenda and the space you need to take the minutes.

Resources

Secretary's monthly checklist

June and July (before your term of office)

- Make plans to attend your Kiwanis district convention. When you go, you'll have a chance to take part in club secretary education, improve your skills and meet Kiwanis members from your region.
- Review report forms, board meeting agendas/minutes and club procedures for carrying out your responsibilities. Check out the resources at www.KiwanisOne.org/clubsecretary.
- Meet with the current club secretary to discuss the position and determine how you'll facilitate a smooth transition.

August (before your term of office)

- Schedule an organizational board meeting and budget planning session with the incoming board and committee chairmen by late September. Find a budget worksheet in the club secretary resources binder or at www.KiwanisOne.org/clubsecretary. Plan to adopt the club budget by October 1.
- Work with the incoming president to establish a mutually convenient time for a weekly discussion throughout the year for planning, problem solving and follow-up.
- Assist your incoming club president with committee assignments, organizing meetings and developing club goals.
- Assist the incoming president in scheduling and conducting the club president's planning conference before September 30. (See the president's resource section for more details.)
- Create a club calendar that includes:
 - official due dates for reports and forms
 - a schedule of Kiwanis International, district, division and club activities and events
 - Service Leadership Programs events for those clubs you sponsor
- Attend your district convention and participate in club secretary education. Take a copy of the club secretary workbook, found in the club secretary resources binder, with you.

September (before your term of office)

- Review Kiwanis International, district and division award programs. Check out the recognition pages in the reference materials section of this guide or the awards and recognition link at www.KiwanisOne.org/clubsecretary for details.
- Record scheduled dates of lieutenant governor's and governor's official visits to your club and club board meetings.
- Communicate the board meeting schedule for the year to the club board of directors.
- Receive the club secretary resources binder from your current club secretary by the end of the month and review its contents. To check for updates and to prepare fillable forms, including the member activity report, go to www.KiwanisOne.org/clubsecretary after October 1, the date your term begins.

October

- Review and update your club's annual membership roster online by October 10 to ensure proper invoicing.
- Review sample board meeting agendas and meeting minutes formats in this guide or download an editable version at www.KiwanisOne.org/clubsecretary.
- Consider any proposed resolutions or amendments to the Kiwanis International Bylaws that your club would like to have presented at the Kiwanis International convention. Submit your proposals to the Kiwanis International Office by October 31.

For every club meeting:

- Work with your club president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

For monthly board meeting:

- Work with your club president to develop the agenda.
- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the 10th of the month:

- Submit September's monthly report online (if it hasn't been completed by the outgoing secretary during September).

November

- Review general liability insurance information with the club board of directors. Club and optional insurance resource guides are mailed to each club secretary in November but it can also be found at www.KiwanisOne.org/liability.

For every club meeting:

- Work with your club president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

For monthly board meeting:

- Work with your club president to develop the agenda.

November (cont.)

- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the 10th of the month:

- Submit October's monthly report online.
- Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.

December

- Ensure the person in charge of communications, including your club newsletter, is receiving timely information on club, division, district and Kiwanis International programs, projects and events to keep all members informed. Facilitate communication when needed. See that the communications person has up-to-date address lists.

For every club meeting:

- Work with your club president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

For monthly board meeting:

- Work with your club president to develop the agenda.
- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the 10th of the month:

- Submit November's monthly report online.
- Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.

January

- Share Kiwanis International convention information with club members.
- Conduct your quarterly review of your member roster and make updates online.
- Help coordinate your annual club meeting between January 1 and May 15. Be prepared to present your secretary's report. (See the president's resource section for more details.)
- If you are also serving as club treasurer, file a Form 990, 990-N or 990EZ with the Internal Revenue Service (IRS) by February 15 (U. S. clubs only). Get information at www.KiwanisOne.org/form990.

For every club meeting:

- Work with your club president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

For monthly board meeting:

- Work with your club president to develop the agenda.
- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the 10th of the month:

- Submit December's monthly report online.
- Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.

February

- If you are also serving as club treasurer, file a Form 990, 990-N or 990EZ with the Internal Revenue Service (IRS) by February 15 (U.S. clubs only). Get information at www.KiwanisOne.org/form990.

For every club meeting:

- Work with your club president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

February (cont.)

For monthly board meeting:

- Work with your club president to develop the agenda.
- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the 10th of the month:

- Submit January's monthly report online.
- Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.

March

- Review Kiwanis International, district and division award programs. Is your club on target? Check out the recognition pages in the reference materials section of this guide or the awards and recognition link at www.KiwanisOne.org/clubsecretary for details.
- Report your club's two delegates and two alternates for the Kiwanis International convention to the Kiwanis International Office by April 30 on the delegate certification form, available at www.kiwanis.org/convention.
- Report your club's three delegates for your district convention to your district office by the required deadline.
- Submit to your district office any business matters your club would like propose at the district convention. Check with the district office to learn the proper deadline.

For every club meeting:

- Work with your president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

For monthly board meeting:

- Work with your club president to develop the agenda.
- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.

March (cont.)

- Collect committee reports.

Submit these items by the 10th of the month:

- Submit February's monthly report online.
- Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.

April

- Finalize plans for delegates, alternates and other club members to attend the Kiwanis International convention. If you haven't already reported your club's two delegates and two alternates to the Kiwanis International Office on the delegate certification form, available at www.kiwanis.org/convention, be sure to do so by April 30.
- Conduct your quarterly review of your club's member roster and make updates online.

For every club meeting:

- Work with your club president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

For monthly board meeting:

- Work with your club president to develop the agenda.
- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the 10th of the month:

- Submit March's monthly report online.
- Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.

May

- Submit the Annual Report of Club Election online by June 1.
- Finalize plans for delegates, alternates and other club members to attend the Kiwanis International convention. Members may still register; see the registration form for instructions. Be sure the delegate certification form, available at www.kiwanis.org/convention, has been filed with the Kiwanis International Office.
- If you have already chosen your club's three delegates for your district convention, share their information with your district office by the required deadline.
- When you receive the annual club mailing from the Kiwanis International Office, look for updates for the club secretary resource binder.

For every club meeting:

- Work with your club president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

For monthly board meeting:

- Work with your club president to develop the agenda.
- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the 10th of the month:

- Submit April's monthly report online.
- Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.

June

- The Annual Report of Club Election is due June 1. Be sure to file election results with the Kiwanis International Office and your district office online.
- Finalize plans for delegates and other club members to attend your district convention. Be sure you've reported your delegates to the district office.

June (cont.)

For every club meeting:

- Work with your club president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

For monthly board meeting:

- Work with your club president to develop the agenda.
- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the 10th of the month:

- Submit May's monthly report online.
- Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.

July

- Honor outgoing club leaders by making a donation in their names to the Kiwanis International Foundation or ordering gifts from the Kiwanis Family Store. To ensure delivery in time for year-end ceremonies, allow three to six weeks plus shipping time for items requiring personalization. Delivery lead times may be longer if you wait until August or September to order.
- Complete applications to honor club, division or district leaders with Life Member status.
- Meet with the incoming secretary to discuss duties and recommend areas for improvement. Work closely with the incoming secretary for the next few months and see that he or she attends club secretary education (before September 30).
- Conduct your quarterly review of your member roster and make updates online.

For every club meeting:

- Work with your club president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

July (cont.)

For monthly board meeting:

- Work with your club president to develop the agenda.
- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the 10th of the month:

- Submit June's monthly report online.
- Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.

August

- Assist your incoming president with planning for the club president's address in October. (See the president's resource section for details.)

For every club meeting:

- Work with your club president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

For monthly board meeting:

- Work with your club president to develop the agenda.
- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the 10th of the month:

- Submit July's monthly report online.
- Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.

September

- Review installation ceremony plans with your club president. (See the president's resource section for more details.)
- Order Kiwanis International awards earned by members.
- Review and update your club's annual membership roster online by October 10 to ensure proper club invoicing.
- If your club would like to propose resolutions or amendments to the Kiwanis International Bylaws at the Kiwanis International convention, submit your proposals to the Kiwanis International Office by October 31.
- Update and pass on the club secretary resource binder to the incoming club secretary by the end of the month. To check for updates, go to www.KiwanisOne.org/secretary.

For every club meeting:

- Work with your club president to develop the agenda.
- Check with the program committee chairman for program information, setup needs and greeters.
- Take attendance.

For monthly board meeting:

- Work with your club president to develop the agenda.
- Send an agenda, the previous month's board meeting minutes and a meeting reminder to board members.
- Sort correspondence, bills received, etc., for your report to the board.
- Take minutes.
- Collect committee reports.

Submit these items by the 10th of the month:

- Submit August's monthly report online. Determine when you'll submit your September monthly report: either by you before September 30 or by the incoming club secretary by October 10.
- Update membership information online and submit appropriate fees for new members to the Kiwanis International Office.

October (following your term of office)

- Pass on materials and records to the incoming club secretary. The secretary is custodian of current records, reports and minutes. At the end of the year, file your club's records in permanent files. (See the detailed list of records earlier in this guide.)

Congratulations on your year of excellence!