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**MINUTES OF THE MEETING OF**

**KIWANIS INTERNATIONAL BOARD OF TRUSTEES**

April 19-23, 2017

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The meeting of the Board of Trustees of Kiwanis International convened at the Kiwanis International Office in Indianapolis, Indiana, April 19-23, 2017. Those present were: Jane M. Erickson, President; Susan A. “Sue” Petrisin, Immediate Past President; James M. “Jim” Rochford, President-Elect; Florencio C. “Poly” Lat, Vice President; Stan D. Soderstrom, Executive Director; Trustees Kenneth A. “Ken” Alovera, Chian Chu-Ching, M.A. “Fred” Dietze, John E. DeVilbiss, Koshiro “Kit” Kitazato, Lance M. Incitti, Gary Levine, Peter J. Mancuso, Arthur N. “Art” Riley, Dewey Smith, Barbara K. “Barb” Thompson, Daniel Vigneron and Terry A. White. Absent: Trustee Paul Inge Paulsen. Guests: Lee Kuan Yong, Kiwanis Asia-Pacific Chair; Sjoerd R.J. Timmermans, Kiwanis International-European Federation President; and, Chia Sing Hwang, Kiwanis Children’s Fund President.

The meeting was called to order by President Jane M. Erickson on Saturday, April 22, 2017 at 4:15 p.m. EDT in Indianapolis, Indiana. A moment of inspiration was given by Trustee Terry White.

The following reports were received:

**REPORT OF THE PRESIDENT**
The Report of the President, Jane M. Erickson, is attached as Tab 01.

**REPORT OF THE PRESIDENT-ELECT**
The Report of the President-Elect, James M. “Jim” Rochford, is attached as Tab 02.

**REPORT OF THE VICE PRESIDENT**
The Report of the Vice President, Florencio C. “Poly” Lat, is attached as Tab 03.

**REPORT OF THE EXECUTIVE DIRECTOR**
The Report of the Executive Director, Stan D. Soderstrom, is attached as Tab 04.

**REPORT OF THE REPRESENTATIVE TO THE KIWANIS CHILDREN’S FUND BOARD**
The Report of the Representative to the Kiwanis Children’s Fund Board, Susan A. “Sue” Petrisin, is attached as Tab 05.

**REPORT OF THE BOARD COUNSELOR TO CIRCLE K INTERNATIONAL**
The Report of the Board Counselor to Circle K International, John E. DeVilbiss, is attached as Tab 06.

**REPORT OF THE BOARD COUNSELOR TO KEY CLUB INTERNATIONAL**
The Report of the Board Counselor to Key Club International, Terry A. White, is attached as Tab 07.
GENERAL CONSENT ITEMS

Without objection, the following recommendations were adopted:

APPROVAL OF JANUARY 18-22, 2017 MINUTES

That the Kiwanis International Board approves the minutes of the Board meeting convened January 18-22, 2017, in Indianapolis, Indiana, as shown in Tab 08.

APPROVAL OF 2017-18 INTERNATIONAL COMMITTEES

That the Kiwanis International Board approves the 2017-18 Kiwanis International Committees, as shown in Tab 09.

REPORT OF THE EXECUTIVE COMMITTEE

The Report of the 2016-17 Executive Committee, Jane M. Erickson, Chair, was presented. (Tab 10)

RE-EVALUATE DISTRICT STRUCTURE

Upon recommendation of the Executive Committee, it was moved and adopted:

That the Kiwanis International Board creates a study group composed of experienced district leaders appointed by the President, to evaluate, study, and discuss the operational, functional and governance needs of Kiwanis districts and prepare recommendations with regards to district size, geographical areas, regions, operational structure and other related factors.

This completed the Report of the Executive Committee.

REPORT OF THE BOARD COMMITTEE ON AUDIT AND FINANCE

The Report of the 2016-17 Board Committee on Audit and Finance, Arthur N. “Art” Riley, Chair, was presented. (Tab 11)

APPROVAL OF NEW ACCOUNTING SYSTEM

Upon recommendation of the Board Committee on Audit and Finance, it was moved and adopted:

That the Kiwanis International Board approves up to US$320,000 for the purchase and implementation of a new accounting system software.

This completed the Report of the Board Committee on Audit and Finance.
REPORT OF THE BOARD COMMITTEE ON GOVERNANCE

The Report of the 2016-17 Board Committee on Governance, Kenneth A. “Ken” Alovera, Chair, was presented. (Tab 12)

BOARD MEMBERS SUPPORTING CANDIDATES FOR CONTESTED ELECTIONS

Upon recommendation of the Board Committee on Governance, it was moved and adopted:

That the Kiwanis International Board revises Policy B.3.a – Code of Ethics and Conduct, as follows:

B. INTERNATIONAL ADMINISTRATION

3. International Board (4/14)

a. Code of Ethics and Conduct

To ensure the confidence of clubs and members and the reputation of Kiwanis International among the public and to fulfill the Board’s role of stewardship and leadership to the organization, Kiwanis International expects all members of the International Board to conduct themselves according to the highest ethical, professional, and moral principles. Each Board member and candidate for any Board office shall annually acknowledge, by signature, that he/she has read, understands, and accepts personal responsibility to adhere to the standards of conduct stated in this policy. (4/12)

Each Board member shall, to his/her utmost ability:

- Personally comply with all applicable laws and regulations, including but not limited to those regarding audits, conflict of interest, whistle blowers, disclosure and integrity of information, board governance, executive director compensation, document retention and destruction, and anti-bribery. (6/2016)
- Personally comply with Kiwanis International Bylaws, Policies, and Procedures; (6/2016)
- Never knowingly allow Kiwanis International to violate any applicable laws and regulations;
- Act with integrity, honesty, and trustworthiness and not engage in unethical practices, deceive others, or misrepresent Kiwanis in any business dealings;
- Treat others equitably, fairly, and with respect and not engage in any form of discrimination or harassment;
- Be loyal to Kiwanis International and its mission, above any loyalty to a particular individual or group of individuals;
- Demonstrate care for clubs and club members and the communities they serve, including the highest regard for the safety, health, and welfare of the public;
- Make responsible decisions for the future of the organization, ensuring Kiwanis resources are prudently managed and expended;
- Practice transparency and accountability to clubs, members, and the public;
- Not use the name of Kiwanis or their Board position for personal benefit or advantage;
- Help create a cooperative and productive working environment at Board meetings and other Kiwanis functions;
- Respect and protect any privileged or confidential information, including the private information of members and donors, and support the final decisions of the Board;
- Fulfill the duties of office to which they are elected and not attempt to exercise individual authority outside the purview of his/her office;
• Interact with Staff in a professional and respectful manner, following agreed channels of communication and authority;
• Not engage in any conduct that would tarnish the good reputation of Kiwanis or undermine the public’s trust.
• Shall not nominate or second the nomination of any candidate for a contested election at any level of the organization.

 Alleged violations of these standards of conduct shall be reported to the Executive Director, who shall inform the Executive Board Committee. If the Executive Director and Executive Board Committee determine that further investigation is warranted, the process shall be conducted in the same manner as violations of conduct unbecoming, including the right to defend him/herself, as defined in the International Bylaws. After the process is completed, any Board member found to have violated these standards of conduct shall be subject to disciplinary action as determined by the Board, up to and including suspension of duties or removal from office. (4/12)

CONFLICT OF INTEREST PLUS CODE OF ETHICS AND CONDUCT FOR DISTRICT LEADERS

Upon recommendation of the Board Committee on Governance, it was moved and adopted:

Conflict of Interest Plus Code of Ethics and Conduct for District Leaders

That the Kiwanis International Board agrees to the following revisions to the policy that it previously recommended for districts about conflicts of interest and directs all district boards to adopt the revised policy no later than September 30, 2018. If adjustments are desired prior to adoption, districts are requested to have them reviewed by Staff for accuracy and appropriateness.

Recommended District Policy on Conflicts of Interest

1. **Purpose:** In order to protect its interests as a tax-exempt organization, the __________ District, when contemplating a transaction or arrangement that might benefit the private financial interest of an interested person, shall exercise due diligence to assure no conflict of interest exists and/or it shall take appropriate disciplinary and corrective action if, upon investigation, a conflict of interest is determined to exist. When contemplating a transaction or arrangement that might give the appearance of a conflict of interest, the district shall exercise due diligence to assure that no conflict of interest exists. This policy shall apply to any “interested person” (as defined below) who may have a private “financial interest” (as defined below) in the transaction or arrangement.

Definition of ‘interested person’: Any District officer, or any member of a committee with powers delegated to it by to act on behalf of the district board, or any district staff person who has a direct or indirect financial interest.

Definition of ‘financial interest’: Any of the following circumstances, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the District has a transaction or arrangement;
2. A compensation arrangement with the District or with any entity or individual with which the District has a transaction or arrangement; or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the District is negotiating a transaction or arrangement.
Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest, unless determined to be so by the District Board. A person who has a financial interest may have a conflict of interest only if the District Board determines that one exists.

**Duty to Disclose:** An interested person must disclose the existence of any actual or possible conflict of interest and be given the opportunity to disclose all material facts to the District Board. If the Board has reasonable cause to believe an interested person has failed to disclose an actual or possible conflict of interest, it shall inform the person and give him/her the opportunity to explain. If failure is determined, the Board shall take appropriate disciplinary and corrective action.

**Determination:** An interested person may make a presentation to the District Board about a possible conflict of interest, in person or in writing. If in person, he/she shall leave the meeting after the presentation while the possible conflict of interest is discussed and voted upon. The Board may appoint an investigation committee composed of one or more disinterested persons to investigate the matter and report its findings and recommendation to the Board. The Board shall then decide, by majority vote of the disinterested persons members, whether a conflict of interest exists, and, if so, whether to continue or enter into the arrangement or practice or to offer alternatives that would prevent the conflict. If a more advantageous transaction or arrangement is not reasonably possible attainable under circumstances not producing a conflict of interest, the District Board shall determine, by majority vote of the disinterested members, whether the transaction or arrangement is in the District’s best interest, for its own benefit, and whether it is fair and reasonable, and thus whether to continue or enter into the transaction or arrangement.

Compensation Matters: A voting member of the District Board or any committee with power delegated by the Board who receives compensation, directly or indirectly, from the District for services, directly or indirectly, is precluded from voting on matters pertaining to that member’s compensation. However, such persons are not prohibited from providing information to any committee regarding compensation. (4/07)

**Records of Proceedings:** The record of the District Board meeting (and investigation committee meeting, if any) should contain thorough and complete information on the proceedings, including all relevant facts, the content of the discussion, actions considered, and votes taken.

**Annual Statements:** Each interested person shall, before assuming district office or committee membership, sign a statement that affirms he/she understands and agrees to comply with the District policy on conflict of interest.

This completed the Report of the Board Committee on Governance.

**REPORT OF BOARD COMMITTEE ON MEMBERSHIP AND EDUCATION**

The Report of the 2016-17 Board Committee on Membership and Education, Dewey Smith and Barbara K. “Barb” Thompson, Chairs, was presented. (Tab 13)
ONBOARDING FOR NEW MEMBERS

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the new member orientation program presented by Staff to more effectively engage new members, effective October 1, 2017.

NEW PROCEDURE REVISIONS ON DISTRICT STATUS

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board amends the following procedures previously adopted April 2016. These changes will be effective October 1, 2017:

201 – DISTRICTS, PROVISIONAL DISTRICTS, AND KIWANIS NATIONS

201.2 – Provisional Districts

If an area does not have sufficient clubs or membership to be approved as a district, the area may be designated as a provisional district, for the purpose of growing into a district. A provisional district shall: 1) be composed of at least ten clubs with 200 members, 2) adopt the Standard Form for District Bylaws, modified only as approved by the Kiwanis International Board; 3) have an organized board elected by representatives of the clubs; and 4) have an approved plan to become a district. The elected leader of a provisional district has the title of chair. (4/16)

201.5 – Notification

The Executive Director, on behalf of the International Board, shall notify each Kiwanis nation, provisional district, or district when it attains each major goal toward a new status, when it reaches a new status, or when it is in danger of reverting to a lower status. (1/12) (1/13)

Specifically, the Executive Director shall contact any district whose membership falls below 1,500 to offer support and/or resources to assist the district with growth. If a district’s membership is 1,100 or below, the district will be advised it is in danger of losing district status. The Executive Director shall notify affected districts by approximately July 31 and then provide a status update by approximately October 31. A copy of this procedure shall be included with notification. (4/12)

204 - DISTRICT STATUS

204.2 – Rights and Services

Kiwanis International will provide Kiwanis nations, provisional districts, and districts with services in accordance with their respective status. The Kiwanis International Board may authorize special services to assist Kiwanis nations and provisional districts. In general, appropriate services and support will be available as delineated below: (4/16)

B. Kiwanis Nations:

- Each Kiwanis nation may have a sponsoring district or region designated by Kiwanis
International to provide education and administrative support to the clubs and members of the Kiwanis nation.

- In Kiwanis nations, Staff may be deployed and other special services provided (such as recruitment and training) to determine the potential for creating a provisional district. (4/16)

C. **Provisional Districts:** In addition to the above, provisional districts will receive: (2/05)

- Invitation to the District Chair to attend the governors-elect education meeting(s) required by Kiwanis International, as well as designated meetings for growth and training provided by Kiwanis International;
- Invitation to the District Chair or Governor to attend Kiwanis International Council meetings (if any are held) as a non-voting member;
- Designation by Kiwanis International of a sponsoring district.
- The ASPAC Chair/KIEF President may request additional support for provisional districts, including, where appropriate, a site visit/education workshop to be conducted with provisional district leaders. (4/16)

**ASIA-PACIFIC GROWTH**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves a targeted growth plan for five current Asia-Pacific districts (Japan, Malaysia, Philippines Luzon, Philippines South and Taiwan) and four key Kiwanis nations (Hong Kong, India, Nepal and Singapore) for greater support and investment.

**ADMINISTRATIVE ACTION REPORT**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the administrative action report, as shown in Exhibit A.

**REQUEST TO CHANGE NAME OF DISTRICT OF ANDEAN AND CENTRAL AMERICA (DACA)**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the renaming of the Andean and Central America District to the Colombia District, effective October 1, 2017.

**REQUEST TO MOVE CLUBS CURRENTLY IN THE ROCKY MOUNTAIN DISTRICT TO THE SOUTHWEST DISTRICT**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board moves the Kiwanis Clubs of Aztec and Bloomfield, New Mexico, from the Rocky Mountain District to the Southwest District, effective October 1, 2017.
Furthermore, that the Kiwanis International Board directs the Rocky Mountain District to amend its bylaws as follows to change its boundaries accordingly:

Rocky Mountain District Bylaws - Article I. Name and Territorial Limits

Section 2. The territorial limits of this district shall be confined to the State of Colorado; the State of Wyoming; in the state of Nebraska, the counties of Scottsbluff, Sioux, Dawes, Box Butte, Sheridan, Banner, Kimball, Cheyenne, Morrill, Garden, and Deuel; and, in the state of New Mexico, the vicinity of Raton the county of San Juan, as well as any other areas that may be agreed between this District and the Rocky Mountain District. Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the International Board of Trustees.

Furthermore, that the Kiwanis International Board directs the Southwest District to amend its bylaws as follows to change its boundaries accordingly:

Southwest District Bylaws - Article I. Name and Territorial Limits

Section 2. The territorial limits of this District shall be confined to the State of Arizona; the State of New Mexico except such territories in Northern New Mexico as agreed between the Southwest District and the Rocky Mountain District the vicinity of Raton; the County of El Paso in the State of Texas, and such territories in eastern California and Southern Nevada as agreed between the Southwest District and the California-Nevada-Hawaii District. Neither the District name nor territorial limits shall be changed unless permission shall first have been obtained from the International Board of Trustees.

KIWANIS CLUB OF MILAZZO CITTA DEL CAPO

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board declines the request of the Italy-San Marino District to revoke the charter of the Kiwanis Club of Milazzo Citta del Capo.

MATCHING GRANT REQUEST FROM THE TAIWAN DISTRICT

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the matching grant request from the Taiwan District in the amount of US$30,000 to support education sessions.

MATCHING GRANT REQUEST FROM THE MALAYSIA DISTRICT – BRANDING & PUBLIC RELATIONS INITIATIVES

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the matching grant request from the Malaysia District in the amount of US$5,250 to promote awareness of Kiwanis.
**Matching Grant Request from the Malaysia District – Incentives for Growth**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the matching grant request from the Malaysia District in the amount of US$3,000 to assist with growth incentives.

**Matching Grant Request from the Malaysia District – Education for Lt. Governors and Incoming Officers**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the matching grant request from the Malaysia District in the amount of US$7,500 for education for lieutenant governors and club officers.

**Matching Grant Request from the Philippine Luzon District**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the matching grant request from the Philippine Luzon District in the amount of US$10,542 for leadership education.

**Matching Grant Request from the New Zealand-South Pacific District**

Upon recommendation of the Board Committee on Membership and Education, it was moved and adopted:

That the Kiwanis International Board approves the matching grant request from the New Zealand-South Pacific District in the amount of US$5,110 to support training for district board officers.

This completed the Report of the Board Committee on Membership and Education.

**Report of the Board Committee on Public Relations, Image and Marketing**

The Report of the 2016-17 Board Committee on Public Relations, Image and Marketing, Koshiro “Kit” Kitazato, Chair, was presented. (Tab 14)

No action was taken.

This completed the Report of the Board Committee on Public Relations, Image and Marketing.

**Report of the Board Committee on Service and Partnerships**

The Report of the 2016-17 Board Committee on Service and Partnerships, Florencio C. “Poly” Lat, Chair, was presented. (Tab 15)
**APPROVAL OF HILTON WORLDWIDE AS A VISION PARTNER**

Upon recommendation of the Board Committee on Service and Partnerships, it was moved and adopted:

That the Kiwanis International Board approves Hilton Worldwide as a Vision Partner.

**APPROVAL OF PENGUIN RANDOM HOUSE AS A K-KIDS CO-SPONSOR**

Upon recommendation of the Board Committee on Service and Partnerships, it was moved and adopted:

That the Kiwanis International Board approves Penguin Random House as a K-Kids Co-Sponsor.

**KIWANIS YOUTH PROTECTION GUIDELINES**

Upon recommendation of the Board Committee on Service and Partnerships, it was moved and adopted:

That the Kiwanis International Board approves the following revision to Policy B.16.c – Criminal History Background Checks / Club Advisor to SLP:

**B. INTERNATIONAL ADMINISTRATION**

16. Criminal History Background Checks
c. Clubs (4/15)

(1) **Club Advisor to SLP:** Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Program club. The check must be conducted and verified by Kiwanis International. Persons without a clear background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Advisors shall acquire a new background check upon their initial appointment to the position. Service Leadership Program clubs that petition to charter will only be approved once the appointed Kiwanis advisory has a clear background check conducted and verified by Kiwanis International. (1/07) (Rev. 4/16, effective 10/16)

*Proviso: This requirement will be delayed until October 1, 2017, for SLP club advisors in Asia-Pacific and Latin America.*

**AKTION CLUB MEMBER PROTECTION GUIDELINES**

Upon recommendation of the Board Committee on Service and Partnerships, it was moved and adopted:

That the Kiwanis International Board approves revisions to Procedure 439.9 - Guidelines for Working with Aktion Club, as shown in Exhibit A.
KIWANIS FAMILY MONTH

Upon recommendation of the Board Committee on Service and Partnerships, it was moved and adopted:

That the Kiwanis International Board approves the development of celebration weeks for each individual Service Leadership Program club (e.g., Aktion Club Week) to replace Kiwanis Family Month, beginning with the 2017-18 administrative year.

AKTION CLUB PROCEDURES ON MEMBERSHIP AGE

Upon recommendation of the Board Committee on Service and Partnerships, it was moved and adopted:

That the Kiwanis International Board approves revisions to Procedure 439 – Aktion Clubs, as shown below:

439 – AKTION CLUBS

Aktion Club is a service club for adults who live with a disability. The program’s purpose is to assimilate club members into the mainstream of society through community service, leadership development, and fellowship activities. Each Aktion Club shall adopt and adhere to the standard form for club bylaws for Aktion Clubs, and shall elect officers and hold regular meetings. A co-sponsoring community agency or other organization, which serves the needs of adults with disabilities should be identified to provide necessary expertise to support the Aktion Club. An Aktion Club may be organized with or without a sponsoring Kiwanis club.

Aktion Clubs or potential Aktion Clubs may submit requests to the Kiwanis International Executive Director or designee for an exception to include minors (persons who are not yet considered legally to be adults) in the club. Requests will be subject to the following process:

1. Staff will gather all information from the appropriate parties and obtain information and reasoning behind the request.
2. Staff will research and determine if there are other viable options for the minor, such as participating instead in one of the Service Leadership Programs for youth, including K-Kids, Builders Club, and Key Club.
3. The decision to approve or not approve the request will be based upon the individual situation.

This completed the Report of the Board Committee on Service and Partnerships.

NEW BUSINESS

THE FORMULA – AMERICAS COMMITTEE LEADERSHIP CHANGE

Upon review of The Formula committees and membership and new club results for the Americas, Asia-Pacific and Europe, it was moved and adopted:

That the Kiwanis International Board approves the appointment of Albert James “Jim” Dooley as Chair of The Formula-The Americas, to succeed Michael Frailey, effective April 22, 2017. The Board affirms its commitment to The Formula efforts and thanks Mike for his dedication and service to membership growth.
The next meeting of the Board of Trustees will be July 12, 2017, in Paris, France.

The meeting adjourned sine die on Saturday, April 22, 2017 at 5:30 p.m. EDT.