

Board Agenda

June 6, 2016

Call to Order & Welcome – Jim Davis, President-designate

- Board Members, Officers & Guests

Consent Agenda

- Approve Board Minutes, May 2, 2016

Acceptance of Financial Report

- May 31, 2016 Financial Report

President's Report

- Maryann Herrera, Division 3A Lt. Governor, ICON Support – ACTION ITEM - \$100 support
- Tallahassee Kiwanis Club Merger Vote Update

Committee Reports

- Club Administration
 - Moving Locations – Olive Garden
- Community Service
 - Miracle Sports – Tennis – July 7th
 - Ralph Davis Pantry Party – September 12th
 - Other House Needs (Jim Wylie)
- Finance & Fund Development
 - Shoe Drive
 - The Centre Concert Series – June 26th (14 volunteers)
 - 5K & 1-Mile – July 4, 2016 (Jennifer Ohlsen)
 - Tom Brown Beer Event – July 4, 2016
- Human & Spiritual Values
- Interclub, Eliminate & Foundations
- Membership
 - Next Member Orientation???
 - Club Satellite
- Public & Community Relations
- Service Leadership Programs (SLP)
 - FAMU CKI Update
- Young Children Priority One (YCPO)
 - ICON Presentation

Old Business

New Business

Announcements

- Social Committee Meeting at the 4th Quarter Bar & Grill

Adjourn

Capital City Kiwanis Club
Balance Sheet
As of May 31, 2016

	<u>May 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
14 · Envision Credit Union-AdmCkg	6,602.43
15 · Envision-Savings-0-Ser. Project	2,592.33
16 · Envision-Savings-1-Admin	561.00
18 · PayPal Account	74.16
Total Checking/Savings	<u>9,829.92</u>
Accounts Receivable	
20 · Accounts Receivable	-729.66
Total Accounts Receivable	<u>-729.66</u>
Total Current Assets	9,100.26
Other Assets	
260 · Deposit-Storage Unit	25.00
Total Other Assets	<u>25.00</u>
TOTAL ASSETS	<u><u>9,125.26</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
321 · Due to Capital City Kiwanis Fd.	115.00
Total Other Current Liabilities	<u>115.00</u>
Total Current Liabilities	<u>115.00</u>
Total Liabilities	115.00
Equity	
515 · Fund Balance-Service Projects	14,661.66
518 · Fund Balance-Administrative	3,403.23
550 · Unrestricted Net Assets	-5,001.66
Net Income	-4,052.97
Total Equity	<u>9,010.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,125.26</u></u>

Capital City Kiwanis Club

Profit & Loss Budget vs. Actual-Administrative

October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
610-1 · Member Dues	8,876.01	12,700.00	-3,823.99	69.9%
611-1 · Member Dues-Satellite	60.00	1,200.00	-1,140.00	5.0%
615-1 · New Member Fees	100.00	700.00	-600.00	14.3%
616-1 · New Member Fees-Satellite	150.00	750.00	-600.00	20.0%
618-1 · Lunch Drawings	241.00	400.00	-159.00	60.3%
620-1 · Happy Bucks	587.95	1,200.00	-612.05	49.0%
622-1 · Installation Banquet-2015/2016	225.00	1,000.00	-775.00	22.5%
626-1 · FI Kiwanis Fd. Sustaining Membe	100.00	500.00	-400.00	20.0%
629-1 · Member Shirts	0.00	20.00	-20.00	0.0%
640-1 · Interest Income	1.72	5.00	-3.28	34.4%
Total Income	10,341.68	18,475.00	-8,133.32	56.0%
Expense				
833-1 · Member Dues--Satellite	0.00	1,030.00	-1,030.00	0.0%
834-1 · International Dues	2,184.00	2,600.00	-416.00	84.0%
835-1 · District Dues	1,530.00	1,500.00	30.00	102.0%
836-1 · Division 3 Assessment	0.00	153.00	-153.00	0.0%
837-1 · FI Kiwanis Found Sus. Membershi	100.00	500.00	-400.00	20.0%
838-1 · Intl. Magazine Subscription	344.00	425.00	-81.00	80.9%
839-1 · New Member Fee-Satellite	0.00	750.00	-750.00	0.0%
840-1 · New Members Fees	568.00	500.00	68.00	113.6%
841-1 · District Convention Assessment	60.00	60.00	0.00	100.0%
842-1 · Media Marketing	341.50	240.00	101.50	142.3%
845-1 · Club Administration	138.20	275.00	-136.80	50.3%
846-1 · Installation Banquet	1,018.80	1,000.00	18.80	101.9%
850-1 · Club Treasurer Stipend	600.00	1,200.00	-600.00	50.0%
851-1 · Club Secretary Stipend	400.00	800.00	-400.00	50.0%
852-1 · News Letter Stipend(20%)	100.00	200.00	-100.00	50.0%
860-1 · Meeting Costs & Guest Meals	260.07	600.00	-339.93	43.3%
870-1 · Membership Services	0.00	375.00	-375.00	0.0%
872-1 · Member Activities/Sunshine	567.09	425.00	142.09	133.4%
875-1 · Newsletter/PR	0.00	825.00	-825.00	0.0%
878-1 · Annual Awards	193.50	450.00	-256.50	43.0%
880-1 · Convention	325.00	4,550.00	-4,225.00	7.1%
892-1 · Bad Debts	570.00			
Total Expense	9,300.16	18,458.00	-9,157.84	50.4%
Net Ordinary Income	1,041.52	17.00	1,024.52	6,126.6%
Net Income	1,041.52	17.00	1,024.52	6,126.6%

Capital City Kiwanis Club
Profit & Loss-Service Projects
 May 2016

	May 16
Ordinary Income/Expense	
Income	
600-2 · Firecracker 5K Race	
609-2 · Firecracker 5K Race Expenses	-855.00
Total 600-2 · Firecracker 5K Race	-855.00
600.1-2 · Firecracker 5K VIP-HFT	
609.1-2 · Firecracker 5K VIP Expenses	-25.00
Total 600.1-2 · Firecracker 5K VIP-HFT	-25.00
654-2 · Shoe Drive	-113.83
656-2 · Pancake Breakfast(Net)	80.00
657-2 · Hlty. Start/Fam. Diaper Drive	55.00
665-2 · Eliminate Project	
665-2.1 · Eliminate-Centennial	50.00
Total 665-2 · Eliminate Project	50.00
667-2 · Bowling Tournament(Apr)	-131.69
680-2 · Interest Income-SP	1.79
Total Income	-938.73
Expense	
932-2 · Project Admin Overhead Expenses	
937-2.1 · Storage Unit Rental	106.43
Total 932-2 · Project Admin Overhead Expenses	106.43
963-2 · Young Children-Priority One	
940-2 · ECHO Assistance	50.00
973-2 · Healthy Start/Fam Mini-Grant	434.63
Total 963-2 · Young Children-Priority One	484.63
974-2 · Service Leadership Programs	
979-2 · Key Club Projects	53.70
988-2 · Key/CKI Meals	91.01
Total 974-2 · Service Leadership Programs	144.71
Total Expense	735.77
Net Ordinary Income	-1,674.50
Net Income	-1,674.50

Capital City Kiwanis Club
Profit & Loss Budget vs. Actual-Service Projects
 October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
600-2 · Firecracker 5K Race				
602-2 · Income-Gold Sponsor(1,000)	0.00	3,500.00	-3,500.00	0.0%
603-2 · Income-Silver Sponsor-(500)	0.00	1,000.00	-1,000.00	0.0%
604-2 · Income-Bronze Sponsor(250)	0.00	1,000.00	-1,000.00	0.0%
605-2 · Income- Other Income	0.00	750.00	-750.00	0.0%
606-2 · Income-Runners Registrations	0.00	7,000.00	-7,000.00	0.0%
609-2 · Firecracker 5K Race Expenses	-855.00	-6,000.00	5,145.00	14.3%
Total 600-2 · Firecracker 5K Race	-855.00	7,250.00	-8,105.00	-11.8%
600.1-2 · Firecracker 5K VIP-HFT				
602.1-2 · Income-Gold Sponsor(1,000)	977.70	1,000.00	-22.30	97.8%
609.1-2 · Firecracker 5K VIP Expenses	-25.00	-600.00	575.00	4.2%
Total 600.1-2 · Firecracker 5K VIP-HFT	952.70	400.00	552.70	238.2%
650-2 · SSF Football Parking Project	2,052.27	2,350.00	-297.73	87.3%
653-2 · HealthyStart/FamMiniGrant Rev	500.00	500.00	0.00	100.0%
654-2 · Shoe Drive	-113.83	1,200.00	-1,313.83	-9.5%
656-2 · Pancake Breakfast(Net)	613.78	1,000.00	-386.22	61.4%
657-2 · Hlty. Start/Fam. Diaper Drive	953.00	750.00	203.00	127.1%
658-2 · Alternative Christmas	300.00	250.00	50.00	120.0%
665-2 · Eliminate Project				
665-2.1 · Eliminate-Centennial	975.00			
665-2 · Eliminate Project - Other	1,178.00	1,000.00	178.00	117.8%
Total 665-2 · Eliminate Project	2,153.00	1,000.00	1,153.00	215.3%
666-2 · Bunco(Jan.)	0.00	500.00	-500.00	0.0%
667-2 · Bowling Tournament(Apr)	99.72	900.00	-800.28	11.1%
670-2 · Other Contributions-Members	28.00			
673-2 · Concert in the Park				
673-4 · Concert In the Park-Income	31.20			
675-2 · Concert In the Park- Expenses	-80.01			
Total 673-2 · Concert In the Park	-48.81			
674-2 · Corp Sponsorships-Newsitr/Club	0.00	500.00	-500.00	0.0%
680-2 · Interest Income-SP	13.00			
685-2 · Restau. Fundraiser & Socials	177.44	400.00	-222.56	44.4%
690-2 · Tom Brown 4th of July				
694-2 · Tom Brown 4th of July Income	0.00	3,000.00	-3,000.00	0.0%
695-2 · Tom Brown 4th of July Expense	0.00	-1,000.00	1,000.00	0.0%
Total 690-2 · Tom Brown 4th of July	0.00	2,000.00	-2,000.00	0.0%
Total Income	6,825.27	19,000.00	-12,174.73	35.9%
Expense				
932-2 · Project Admin Overhead Expenses				
934-2 · International Foundation	300.00	306.00	-6.00	98.0%
935-2 · District Foundation	300.00	306.00	-6.00	98.0%
936-2 · Newsletter Editor Stipend -80%	400.00	800.00	-400.00	50.0%
937-2 · CCKC Foundation Annual Contrib.	0.00	500.00	-500.00	0.0%
937-2.1 · Storage Unit Rental	542.15			
938-2 · Intl. Liability Insurance	598.00	650.00	-52.00	92.0%
938.1-2 · CCKC Board Liability Insurance	184.00	200.00	-16.00	92.0%
938.2-2 · Installation Banquet-VIP	0.00	250.00	-250.00	0.0%
Total 932-2 · Project Admin Overhead Expenses	2,324.15	3,012.00	-687.85	77.2%
939-2 · Community Service Projects				
944-2 · Handicap Ramps	0.00	1,500.00	-1,500.00	0.0%
945-2 · Roadside Clean-up	0.00	50.00	-50.00	0.0%
948-2 · Miracle Field	0.00	325.00	-325.00	0.0%
949-2 · Big Bend Hospice	0.00	50.00	-50.00	0.0%
950-2 · Miracle League Party / FDOA	300.00			
952-2 · HonorFlight-Tallahassee	500.00	500.00	0.00	100.0%
958-2 · SSF Scholarships	790.00	1,500.00	-710.00	52.7%
964-2 · Turn About	0.00	1,000.00	-1,000.00	0.0%
Total 939-2 · Community Service Projects	1,590.00	4,925.00	-3,335.00	32.3%

7:37 AM

06/01/16

Cash Basis

Capital City Kiwanis Club
Profit & Loss Budget vs. Actual-Service Projects
 October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget	% of Budget
963-2 · Young Children-Priority One				
933-2 · Eliminate-3-Zeller Fellow Match	2,775.00	1,500.00	1,275.00	185.0%
940-2 · ECHO Assistance	300.00			
960.1-2 · CCKC Booth at Kidsfest	0.00	200.00	-200.00	0.0%
966-2 · Bethany Kids Project	50.00			
967-2 · Toy Donation-TMHKiwanis One-Day	200.00	200.00	0.00	100.0%
969-2 · Immunization Coalition	168.22	150.00	18.22	112.1%
971-2 · Healthy Start/Fam. Diaper Drive	0.00	750.00	-750.00	0.0%
972-2 · Healthy Fam.-Purchas Pac N Play	945.67	1,000.00	-54.33	94.6%
973-2 · Healthy Start/Fam Mini-Grant	434.63	500.00	-65.37	86.9%
976-2 · Girls on the Run Healthy Snacks	750.00	750.00	0.00	100.0%
Total 963-2 · Young Children-Priority One	5,623.52	5,050.00	573.52	111.4%
974-2 · Service Leadership Programs				
975-2 · Key Club Stipends	0.00	750.00	-750.00	0.0%
977-2 · Key Club Conferences	1,580.00	1,850.00	-270.00	85.4%
979-2 · Key Club Projects	53.70	300.00	-246.30	17.9%
981-2 · Key Club Member Services	0.00	450.00	-450.00	0.0%
981.2-2 · CKI Club FAMU Charter	0.00	500.00	-500.00	0.0%
982-2 · CKI Support	0.00	100.00	-100.00	0.0%
988-2 · Key/CKI Meals	208.39	300.00	-91.61	69.5%
990-2 · K-Kids Registration Kit-Ruedl	180.00	150.00	30.00	120.0%
992-2 · K-Kids Stipends @ Ruedlger	0.00	250.00	-250.00	0.0%
994-2 · K-Kids Projects @ Ruedlger	0.00	200.00	-200.00	0.0%
995-2 · Build. Club Projects-Raa/Woodvl	180.00	300.00	-120.00	60.0%
997-2 · Builders Club @ Raa	180.00	350.00	-170.00	51.4%
998-2 · Build. Club Stipends-Raa/Woodvl	0.00	500.00	-500.00	0.0%
Total 974-2 · Service Leadership Programs	2,382.09	6,000.00	-3,617.91	39.7%
Total Expense	11,919.76	18,987.00	-7,067.24	62.8%
Net Ordinary Income	-5,094.49	13.00	-5,107.49	-39,188.4%
Net Income	-5,094.49	13.00	-5,107.49	-39,188.4%

Capital City Kiwanis Club A/R Aging Summary As of May 31, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Christopher Oscar	0.00	0.00	65.00	0.00	65.00	130.00
Cole Tessier	0.00	-305.00	65.00	0.00	250.00	10.00
David L. Johnson	0.00	0.00	65.00	0.00	70.00	135.00
Dianne Van der Meer	0.00	0.00	65.00	0.00	5.00	70.00
Dustin D. Driggers	0.00	0.00	0.00	-6.16	6.16	0.00
Emma S. Huddleston	0.00	0.00	0.00	0.00	0.00	0.00
Florida Blue	0.00	0.00	-22.30	22.30	0.00	0.00
Heather Locke	0.00	0.00	65.00	0.00	0.00	65.00
Howard Eisenman	0.00	0.00	65.00	0.00	0.00	65.00
Jack Levine	0.00	-25.00	0.00	0.00	0.00	-25.00
James Davis	0.00	0.00	0.00	0.00	-65.00	-65.00
Jessica Lowe	0.00	-22.50	0.00	0.00	0.00	-22.50
Lisa Lynes Bretz	0.00	0.00	0.00	0.00	65.00	65.00
Lola Brognana	0.00	0.00	65.00	0.00	65.00	130.00
Martina McDowell	0.00	200.00	0.00	0.00	0.00	200.00
Melissa Watson	0.00	0.00	65.00	0.00	130.00	195.00
Michael German	0.00	0.00	0.00	0.00	60.00	60.00
Ralph Patterson	0.00	-77.50	0.00	0.00	0.00	-77.50
Rick Minor	0.00	-22.50	0.00	0.00	0.00	-22.50
Rosemary Patterson	0.00	-77.50	0.00	0.00	0.00	-77.50
Samuel Kerce	0.00	0.00	65.00	0.00	65.00	130.00
TOTAL	0.00	-330.00	562.70	16.14	716.16	965.00

May 2, 2016

Board Meeting Minutes

Board Members Present:

<input checked="" type="checkbox"/> Atkinson, Tim	<input checked="" type="checkbox"/> Davis, Jim	<input checked="" type="checkbox"/> Morgan, Tom	<input checked="" type="checkbox"/> Sanders, Joe
<input checked="" type="checkbox"/> Davis, Dwight	<input checked="" type="checkbox"/> Ledbetter, Jim	<input checked="" type="checkbox"/> Ohlsen, Jennifer	<input checked="" type="checkbox"/> Smith, Linda
<input checked="" type="checkbox"/> Driggers, Dustin	<input checked="" type="checkbox"/> Ledbetter, Rose	<input checked="" type="checkbox"/> Price, Woody	<input checked="" type="checkbox"/> Tynan, Amber

Club Members Present

Tom Duggar	Howard Pardue
Jim Wylie	Rose Patterson

Guests Present:

Emily from SAIL Key Club

Call to Order:

The meeting was called to order at 5:30 pm by Amber Tynan, CCKC President.

Consent Agenda:

Discussion: None

Motion: A motion was made by Tim Atkinson to approve the Consent Agenda. The motion was seconded by Dwight Davis and carried by board vote.

Acceptance of Financial Report

- Approve April 30, 2016 Financials

Discussion:

- Joe Sanders called the boards attention to item 665-2 on the Profit & Loss Budget vs. Actual-Service Projects Report (Eliminate Project), pointing out that we budgeted expenditures of \$1,000 and have already spent \$1,178 and we still have five months left.
- Membership Aging Summary shows several members that we must consider removing from our rolls.

1. Cole Tessier – will be a wash as soon as he signs his race director agreement. Amber will bring it to the next Firecracker 5k meeting to be signed.
2. Melissa Watson – We will attempt to contact one more time.
3. Huyen-Nguyen – Drop from roll
4. Jeanette James – Drop from roll.

Motions:

Joe Sanders made a motion that we accept the above changes to our membership and Jim Davis seconded. The motion and it carried by approval of the board.

A motion was made by Dwight Davis to approve the Financial Reports. The motion was seconded by Linda Smith and carried by board vote.

President's Report

- The Tallahassee Kiwanis Club Board is in attendance to discuss next steps.
Melanie Brown
Lori Billberry
Jeff Askins
Clay Dodson
Ben Hart
Steve Sullivan

- CCKC board would like definitive solutions to a few lingering issues and Lori Billberry agrees
 - Devotion – their board will recommend that they accept “divine creator” in the prayer and we will be open to changes as appropriate for tragedies, specific needs, etc.
Tim Atkinson proposes a straw poll for the CCKC membership re: changing the prayer and Jim Ledbetter points out that if we do that, it must be made clear that the merger hinges on the decision. Woody Price says no to any kind of straw polls.
 - Meeting Location: The country club will be closing on Mondays so if we’re meeting there it can’t be on Monday. Rose Ledbetter lets the board know that Olive Garden has said we can meet there starting when we like and that she and Tim Atkinson are still exploring Centre of Tallahassee as an option.
 - If Rose gets confirmation on Olive Garden by Friday then Tallahassee will go ahead and vote in the following order of operations with the goal of the first week in June:
 - Subcommittee
 - Tallahassee Club Board
 - Tallahassee Club Membership

- CCKC Board
- CCKC Membership

Committee Reports

- Club Administration –Tom Duggar reports administration is fine.
- Community Service –
 - CCKC served refreshments for Miracle Sports on April 14th.
 - Roadside Cleanup will take place on May 14th.
- Finance & Fund Development
 - Shoe Drive
 - We are in a “soft open” phase with a plan to run from Mother’s Day to Father’s Day.
 - We have confirmed five drop off points around town: The 4th Quarter, Earnhardt GMC Capital Circle NE, Earnhardt Chevrolet W. Tennessee, Southern Scholarship Foundation, and Betton Hills Preparatory School.
 - Jim Ledbetter made the first pick-up last week and got 92 pairs of shoes from the FAMU CKI club.
 - Firecracker 5k
 - Donations of Raffle Prizes are needed.
 - Honor Flight Invitations go out this week.
 - We’ll be putting out a Facebook post for volunteers to be shared and passed around.
 - SSF Football Parking
 - There is an agreement to be signed for the upcoming season. Jim Davis will sign it on board approval.

Motion: Woody Price made a motion that we renew our agreement for profit sharing and parking at SSF for football games. Linda Smith seconded and the motion carried by board vote.
- Human & Spiritual Values – Heating up again with the merger possibilities.
- Interclub, Eliminate & Foundations –



Kiwanis®

CAPITAL CITY KIWANIS CLUB

- Interclub with Quincy on Wednesday, May 3rd.
- Mother's Day Banquet next Monday. We've sold 20 tickets and North side at least double that.
- The club has earned a silver patch, meaning we've saved/inoculated 9,000 people.
- Membership –
 - We still need a new orientation and the scheduling is not coming together. Instead, Jim Ledbetter will give the orientation presentation at a club meeting this month.
 - New member orientation coming soon
- Public & Community Relations –
 - We've been in the Chronicle several times recently and the city is hopefully more aware of who we are and what we do.
- Service Leadership Programs (SLP) –
 - Howard Pardue reminded us that the SLP clubs will be invited to our club meetings to report on their year and to receive awards.
 - Lincoln Key Club:
 - No Report
 - Rickards Key Club:
 - Had a decent sized group at the bowling event
 - They're bringing five to the roadside cleanup
 - They had their "superlatives" at the last meeting.
 - Ruediger Elementary – No Report
 - Woodville Charter Middle School - inactive
 - SAIL Key Club:
 - Emily thanked the board for helping her to attend Key Club DCON. Rida was installed as Lt. Governor and all had fun.
 - Azure was recognized as club reporter and was even on the big screen, and the SAIL club was recognized as one of the clubs who had chartered this year.
 - FAMU CKI
 - Met on April 21st and elected a board for 2016-2017 year.



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CAPITAL CITY KIWANIS CLUB

- They are on board for the shoe drive and doing a great job and also volunteering for March of Dimes.
- We are getting closer to chartering the club and expect news in one more meeting.

- Young Children Priority One (YCPO)
 - Children's Week
 - 2017 Children's Week is moving back to April.
 - They'll be selling e-tickets next year for those who want to support but can't attend in person.
 - The Safe Sleep project is getting attention and Dr. Wil Blechman suggested that they bring it to ICON as a project. Congrats to the whole club!
- Nominating Committee –
 - Tom Morgan is re-upping, Dwight Davis and Linda Smith have decided to come off the board.
 - Heather Locke is willing to be President Elect
 - No vice presidential candidate yet.

Old Business

- Club Merger – no updates – waiting for their club to vote

New Business

- CLE on June 11th at Faith Presbyterian
- Jennifer is now going to ICON
- DCON is in Orlando this year. Our delegates will be Jennifer Ohlsen, Woody Price and Jim Davis.

Motion: Linda Smith made a motion to accept these members as our delegates for DCON. The motion was seconded by Joe Sanders and carried by vote of the board.

- The mayor is doing a Summit on Youth and suggested the Key Clubs as a focus.

Announcements

- Social Committee Meeting at the 4th Quarter Bar & Grill

Adjournment:



Jim Davis made a motion to adjourn the meeting which was seconded by Joe Sanders. The Board was adjourned at 7:20pm.

Respectfully Submitted,

Rose S. Ledbetter
Secretary