



Board Agenda

December 7, 2015

Call to Order & Welcome – Amber R. Tynan, President

- Board Members, Officers & Guests

Consent Agenda

- Approve Board Minutes, November 2, 2015
- Resignation of Connie Gaede
- SSF Disbursement - \$750.00 for stove replacement

Acceptance of Financial Report

- November 30, 2015 Financials

President's Report

- Proposed Holiday Schedule
- Board Meeting Schedule

Committee Reports

- Club Administration
- Community Service
- Finance & Fund Development
- Human & Spiritual Values
- Interclub, Eliminate & Foundations
- Membership
 - Next new member orientation – December 10th
- Public & Community Relations
- Service Leadership Programs (SLP)
- Young Children Priority One (YCPO)
 - Children's Week 2016
 - Safe Sleep Campaign Strategies

Old Business

- Club Satellite Membership Update
- Club Merger Feasibility Update
 - Meeting in November
- Storage Unite Leasing

New Business

-

Announcements

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

Adjourn

Board Meeting Minutes

November 2, 2015

Board Members Present:

<input 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 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 and Guests Present:

Howard Pardue	Emily Symeon, President SAIL Key Club
Tom Duggar	Azure Harvey, Secretary SAIL Key Club
	LeAnn Watson, President Lincoln Key Club

Call to Order:

The meeting was called to order at 5:35pm by Amber Tynan, President.

Consent Agenda:

- Approve Board Minutes, October 5, 2015
- Approve Support of Division Initiative to sponsor one (1) Ralph Davis Scholar to CKI

Discussion: Woody asked for an explanation as to why we're paying for one (1) Ralph Davis Scholar. Amber related the discussion from the DCM where it was decided all clubs should pay for one and use the overage as needed for other students.

Motion: A motion was made by Jim Ledbetter to approve the Consent Agenda. The motion was seconded by Jennifer Ohlsen and passed unanimously.

Acceptance of Financial Report

- October 31, 2015 Financials

Discussion:

- Joe noted that the budgeted expense for item 872-1 Member Activities/Sunshine was going from the budgeted amount of \$425.00 up to \$537.55 and asked that we approve the overage with the report.

- Joe also noted that the satellite members' yearly dues of \$105 includes their yearly waiver for two who were in CKI/Key Clubs.
- Rose noted that the aging summary had not been updated to include new members and she needs it updated to confirm the membership on the Kiwanis International Portal.

Motion: A motion was made by Jim Davis to approve the Financial Report. The motion was seconded by Tom Morgan and passed unanimously.

President's Report

- Shane Moore Zeller Presentation – November 9th
- DCM Recap

Discussion: Amber put the DCM documents on Dropbox so the board could review them on their own time.

Motion: No motions made

Committee Reports

- Club Administration – No report.
- Community Service – Woody spoke for Dustin and reported their project planning meeting at Linda Smith's home. They reviewed the list of projects, discussed promotion and planning, and tried to level the board and not put too many projects in any one part of the year. They were also able to place a lead for every project
- Finance & Fund Development
 - Football Fundraiser –
 - Tickets are available and being sold.
 - Event page needs to be created (will discuss at social after meeting)
 - Bass Tourney – Dustin introduced the idea to the club at the meeting
 - Christmas Party/ Eliminate Fundraiser – Will be held at Jim and Sandra Wylie's home. Amber will confirm the date and it will be published in the newsletter.
- Human & Spiritual Values – No Report.
- Interclub, Eliminate & Foundations – Jim Wylie is reviewing the meetings and will distribute the list to the club members. Hoping to visit Madison in November or December.



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CAPITAL CITY KIWANIS CLUB

- Membership - New member orientation is not yet scheduled, but Jim Ledbetter is working on updating the New Member Binders and the PowerPoint presentation.
- Public & Community Relations – no report, but Woody is planning an internal & external plan for each community service project for PR and communications coming in November.
- Service Leadership Programs (SLP)
 - Jim Ledbetter reported that the KCKC (Key Club Kickoff Conference) had a great turnout with 150 Key Clubbers in attendance. Rickards won the most attendance and happily took back possession of Buster the Bear.
 - Shane Meagher (Key Club Governor) was a great speaker for our club.
 - Emily Symeon, President SAIL Key Club, announced a Peace Jam Slam to be held at FSU and passed out flyers.
- Young Children Priority One (YCPO)
 - Children’s Week 2016
 - Jennifer will put out a Children’s Week flyer out to be sent to the division and the DCM for that quarter is two weeks before so it can be brought up and distributed there.
 - Woody declined the invitation to become the division chair for Children’s Week (a position held by Jim Wylie in the past) and the position remains open.
 - Jennifer would like to hold the breakfast but change the name from Prayer Breakfast to make it more accessible. Board discussion reiterated that the Breakfast has always been a CCKC project and that Children’s Week and the breakfast are separate events.
 - Jennifer would like to see more statewide involvement and plans to get in touch with Kiwanis Governor Dr. Celia Earle and Governor-elect Gary Frechette, also Chuck Gugliuzza regarding Matthew’s Hope, as well as Jack Levine and Ted Granger.
 - We will explore the possibility of having the division pay for the table at the Capitol. Right now it’s HFF, Prevent Child Abuse Florida, and Ounce of Prevention.
 - Jennifer would like to meet and begin brainstorming.
 - Safe Sleep Campaign Strategies

- At the last board meeting it was discussed that \$1100 dollars not spent last year on Pack n' Play sets would be rolled to the current budget and used to complete the purchase.
- Jennifer would like to use that money to purchase 20 Pack n' Plays and 20 sets of sheets.

Motion: A motion was made by Jim Ledbetter to approve the purchase. The motion was seconded by Tom Morgan and passed unanimously.

Old Business

- Club Satellite Membership Update
 - There are two members of the Club Satellite both are paid with CKI discounts. The two of them along with Woody and Emma met and will meet again soon. They'll launch the meeting the week after.
 - They'll be using meetup.com to announce meetings and service projects.
 - There are no officers, only project leads.
 - Dues are \$120 a year and the members count as CCKC members, and can vote but may not hold office.
- Club Merger Feasibility Update
 - Jim Wylie, Tim Atkinson, Dustin Driggers met with Sam Kerce, Steve Sullivan, & Don May.
 - Sam and Don were very interested while Steve was less receptive.
 - Dustin reports that they tried to keep the question, "Can this help Kiwanis?" in mind as they talked.
 - Sam will be checking with the district and international regarding charters, etc.
 - They'll be setting the new meeting soon and will report at the next board meeting.

New Business

- Recommendation to lease storage unit – Rose Ledbetter brought a recommendation to the board that the club lease a storage unit for all the equipment and supplies they use for events. Her research showed costs, availability, sizes, and location of five storage facilities.

Discussion: The board asked Rose to check on a storage unit owned by a fellow Kiwanian and bring the information back to the board on the top three locations so it could be decided upon.

Motion: No motion at this time.

- Reimbursement to Sam Kerce for KCKC (Key Club Kickoff Conference) – Sam is requesting \$50 from CCKC to reimburse him for the money he spent buying food and supplies for the recent KCKC.

Discussion: Members felt that requests of this kind should be made in advance of the event so that they could be approved and included in the budget and it should not be assumed that a request would result in reimbursement after the fact. The board would like to explore the Key Club Zone Administrator providing a calendar to the division and the individual clubs showing what events were scheduled and what expenses they might be expected to cover.

Motion: A motion was made by Dustin to approve the reimbursement *this time only* with the caveat that future requests should predate the event and be approved. The motion was seconded by Jennifer and passed unanimously.

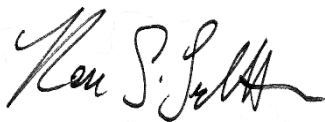
Announcements

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

Adjournment:

Jim Ledbetter made a motion to adjourn the meeting which was seconded by Tom Morgan. The Board was adjourned at 6:55pm.

Respectfully Submitted,



Rose S. Ledbetter
Secretary

12:11 PM
12/04/15
Cash Basis

Capital City Kiwanis Club
Balance Sheet
As of November 30, 2015

	<u>Nov 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
14 · Envision Credit Union-AdmCkg	257.80
15 · Envision-Savings-0-Ser. Project	8,518.65
16 · Envision-Savings-1-Admin	1,150.13
18 · PayPal Account	256.38
Total Checking/Savings	<u>10,182.96</u>
Accounts Receivable	
20 · Accounts Receivable	-210.00
Total Accounts Receivable	<u>-210.00</u>
Total Current Assets	<u>9,972.96</u>
TOTAL ASSETS	<u><u>9,972.96</u></u>
LIABILITIES & EQUITY	
Equity	
515 · Fund Balance-Service Projects	14,661.66
518 · Fund Balance-Administrative	3,403.23
550 · Unrestricted Net Assets	-6,357.02
Net Income	-1,734.91
Total Equity	<u>9,972.96</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,972.96</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	2,404.94	12,700.00	-10,295.06	18.9%
611-1 · Member Dues-Satellite	60.00	1,200.00	-1,140.00	5.0%
615-1 · New Member Fees	0.00	700.00	-700.00	0.0%
616-1 · New Member Fees-Satellite	150.00	750.00	-600.00	20.0%
618-1 · Lunch Drawings	44.00	400.00	-356.00	11.0%
620-1 · Happy Bucks	175.95	1,200.00	-1,024.05	14.7%
622-1 · Installation Banquet-2015/2016	218.06	1,000.00	-781.94	21.8%
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	0.78	5.00	-4.22	15.6%
Total Income	3,153.73	18,475.00	-15,321.27	17.1%
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	1,380.00	1,500.00	-120.00	92.0%
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-Satelite	0.00	750.00	-750.00	0.0%
840-1 · New Members Fees	0.00	500.00	-500.00	0.0%
841-1 · District Convention Assessment	60.00	60.00	0.00	100.0%
842-1 · Media Marketing	287.50	240.00	47.50	119.8%
845-1 · Club Administration	0.00	275.00	-275.00	0.0%
846-1 · Installation Banquet	1,018.80	1,000.00	18.80	101.9%
850-1 · Club Treasurer Stipend	0.00	1,200.00	-1,200.00	0.0%
851-1 · Club Secretary Stipend	0.00	800.00	-800.00	0.0%
852-1 · News Letter Stipend(20%)	0.00	200.00	-200.00	0.0%
860-1 · Meeting Costs & Guest Meals	56.25	600.00	-543.75	9.4%
870-1 · Membership Services	0.00	375.00	-375.00	0.0%
872-1 · Member Activities/Sunshine	537.55	425.00	112.55	126.5%
875-1 · Newsletter/PR	0.00	825.00	-825.00	0.0%
878-1 · Annual Awards	0.00	450.00	-450.00	0.0%
880-1 · Convention	0.00	4,550.00	-4,550.00	0.0%
Total Expense	5,968.10	18,458.00	-12,489.90	32.3%
Net Ordinary Income	-2,814.37	17.00	-2,831.37	-16,555.1%
Net Income	-2,814.37	17.00	-2,831.37	-16,555.1%

11:57 AM
12/04/15
Cash Basis

Capital City Kiwanis Club
Profit & Loss-Service Projects
November 2015

	<u>Nov 15</u>
Ordinary Income/Expense	
Income	
650-1 · International Dues Rebate	10.00
650-2 · SSF Football Parking Project	1,706.95
657-2 · Hlty. Start/Fam. Diaper Drive	157.00
665-2 · Eliminate Project	53.00
680-2 · Interest Income-SP	3.26
Total Income	<u>1,930.21</u>
Expense	
932-2 · Project Admin Overhead Expenses	
934-2 · International Foundation	300.00
935-2 · District Foundation	300.00
938-2 · Intl. Liability Insurance	598.00
938.1-2 · CCKC Board Liability Insurance	184.00
Total 932-2 · Project Admin Overhead Expenses	<u>1,382.00</u>
963-2 · Young Children-Priority One	
940-2 · ECHO Assistance	50.00
Total 963-2 · Young Children-Priority One	<u>50.00</u>
974-2 · Service Leadership Programs	
988-2 · Key/CKI Meals	83.49
Total 974-2 · Service Leadership Programs	<u>83.49</u>
Total Expense	<u>1,515.49</u>
Net Ordinary Income	<u>414.72</u>
Net Income	<u><u>414.72</u></u>

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 Registratlons	0.00	7,000.00	-7,000.00	0.0%
609-2 · Firecracker 5K Race Expenses	0.00	-6,000.00	6,000.00	0.0%
Total 600-2 · Firecracker 5K Race	0.00	7,250.00	-7,250.00	0.0%
600.1-2 · Firecracker 5K VIP-HFT				
602.1-2 · Income-Gold Sponsor(1,000)	0.00	1,000.00	-1,000.00	0.0%
609.1-2 · Firecracker 5K VIP Expenses	0.00	-600.00	600.00	0.0%
Total 600.1-2 · Firecracker 5K VIP-HFT	0.00	400.00	-400.00	0.0%
650-1 · International Dues Rebate	10.00			
650-2 · SSF Football Parking Project	1,706.95	2,350.00	-643.05	72.6%
653-2 · HealthyStart/FamMiniGrant Rev	500.00	500.00	0.00	100.0%
654-2 · Shoe Drive	0.00	1,200.00	-1,200.00	0.0%
656-2 · Pancake Breakfast(Net)	0.00	1,000.00	-1,000.00	0.0%
657-2 · Hlty. Start/Fam. Diaper Drive	250.00	750.00	-500.00	33.3%
658-2 · Alternative Christmas	0.00	250.00	-250.00	0.0%
665-2 · Eliminate Project	53.00	1,000.00	-947.00	5.3%
666-2 · Bunco(Jan.)	0.00	500.00	-500.00	0.0%
667-2 · Bowling Tournament(Apr)	0.00	900.00	-900.00	0.0%
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-Newsltr/Club	0.00	500.00	-500.00	0.0%
680-2 · Interest Income-SP	4.79			
685-2 · Restau. Fundraiser & Socials	169.02	400.00	-230.98	42.3%
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	2,644.95	19,000.00	-16,355.05	13.9%
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 Edltor Stipend -80%	0.00	800.00	-800.00	0.0%
937-2 · CCKC Foundation Annual Contrlb.	0.00	500.00	-500.00	0.0%
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	1,382.00	3,012.00	-1,630.00	45.9%
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 · Blg Bend Hospice	0.00	50.00	-50.00	0.0%
952-2 · HonorFlight-Tallahassee	0.00	500.00	-500.00	0.0%
958-2 · SSF Scholarships	0.00	1,500.00	-1,500.00	0.0%
964-2 · Turn About	0.00	1,000.00	-1,000.00	0.0%
Total 939-2 · Community Service Projects	0.00	4,925.00	-4,925.00	0.0%
963-2 · Young Children-Priority One				
933-2 · Eliminate-3-Zeller Fellow Match	0.00	1,500.00	-1,500.00	0.0%
940-2 · ECHO Assistance	100.00			
960.1-2 · CCKC Booth at Kidsfest	0.00	200.00	-200.00	0.0%
967-2 · Toy Donatlon-TMHKlwanis One-Day	0.00	200.00	-200.00	0.0%
969-2 · Immunization Coalitlon	0.00	150.00	-150.00	0.0%
971-2 · Healthy Start/Fam. Diaper Drive	0.00	750.00	-750.00	0.0%
972-2 · Healthy Fam.-Purchas Pac N Play	0.00	1,000.00	-1,000.00	0.0%
973-2 · Healthy Start/Fam Mini-Grant	0.00	500.00	-500.00	0.0%
976-2 · Girls on the Run Healthy Snacks	0.00	750.00	-750.00	0.0%
Total 963-2 · Young Children-Priority One	100.00	5,050.00	-4,950.00	2.0%
974-2 · Service Leadership Programs				
975-2 · Key Club Stipends	0.00	750.00	-750.00	0.0%
977-2 · Key Club Conferences	0.00	1,850.00	-1,850.00	0.0%

12:02 PM
 12/04/15
 Cash Basis

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

	<u>Oct '15 - Sep 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
979-2 · Key Club Projects	0.00	300.00	-300.00	0.0%
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	83.49	300.00	-216.51	27.8%
990-2 · K-Kids Registration Kit-Ruedl	0.00	150.00	-150.00	0.0%
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/Woodvi	0.00	300.00	-300.00	0.0%
997-2 · Builders Club @ Raa	0.00	350.00	-350.00	0.0%
998-2 · Build. Club Stipends-Raa/Woodvi	0.00	500.00	-500.00	0.0%
Total 974-2 · Service Leadership Programs	<u>83.49</u>	<u>6,000.00</u>	<u>-5,916.51</u>	<u>1.4%</u>
Total Expense	<u>1,565.49</u>	<u>18,987.00</u>	<u>-17,421.51</u>	<u>8.2%</u>
Net Ordinary Income	<u>1,079.46</u>	<u>13.00</u>	<u>1,066.46</u>	<u>8,303.5%</u>
Net Income	<u><u>1,079.46</u></u>	<u><u>13.00</u></u>	<u><u>1,066.46</u></u>	<u><u>8,303.5%</u></u>

Capital City Kiwanis Club
A/R Aging Summary
As of December 4, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Christopher Oscar	0.00	0.00	0.00	65.00	0.00	65.00
Cleveland White	0.00	0.00	0.00	0.00	60.00	60.00
Cole Tessier	0.00	0.00	0.00	5.00	180.00	185.00
David L. Johnson	0.00	0.00	0.00	65.00	60.00	125.00
Dianne Van der Meer	0.00	0.00	0.00	5.00	0.00	5.00
Eddie Williams	0.00	0.00	0.00	65.00	60.00	125.00
Emma S. Huddleston	0.00	0.00	0.00	65.00	60.00	125.00
Francis J. Bach	0.00	0.00	0.00	65.00	0.00	65.00
Huyen-NGA Nayyen	0.00	0.00	0.00	65.00	60.00	125.00
Jack Levine	0.00	0.00	0.00	5.00	0.00	5.00
James Davis	0.00	0.00	-195.00	0.00	0.00	-195.00
Jeanette S. James	0.00	0.00	0.00	65.00	120.00	185.00
Jessica Lowe	0.00	-7.50	0.00	0.00	0.00	-7.50
Karen Gievers	0.00	0.00	0.00	65.00	0.00	65.00
Kimberly Davis	0.00	0.00	0.00	65.00	0.00	65.00
Kyndra Leigh Sullivan Light	0.00	0.00	0.00	65.00	0.00	65.00
Lisa Lynes Bretz	0.00	0.00	0.00	65.00	0.00	65.00
Melissa Watson	0.00	0.00	0.00	65.00	0.00	65.00
Michael German	0.00	0.00	0.00	0.00	60.00	60.00
Nathan Dollar	0.00	0.00	0.00	25.00	0.00	25.00
Rick Minor	0.00	-7.50	0.00	0.00	0.00	-7.50
Rosemary Patterson	0.00	0.00	0.00	5.00	0.00	5.00
Timothy P. Atkinson	0.00	0.00	0.00	65.00	0.00	65.00
TOTAL	0.00	-15.00	-195.00	890.00	660.00	1,340.00



Proposed 2016 Board Meeting Schedule

January

- Monday, January 4th

February

- Monday, February 1st

March

- Monday, March 7th

April

- Monday, April 4th

May

- Monday, May 2nd

June

- Monday, June 6th

July

- Monday, July 11th

August

- Monday, August 1st

September

- Monday, September 12th



Proposed 2015-2016 Holiday Schedule

December

- Monday, December 28th (Christmas and New Year)

January

- Monday, January 18th (MLK, Jr. Day)

February

- Monday, February 15th (President's Day)

March

- None

April

- None

May

- Monday, May 30th (Memorial Day)

June

- None

July

- Monday, July 4th (Firecracker 5k and Tom Brown Park Celebration)

August

- None

September

- Monday, September 5th (Labor Day)