

SUN CITY GEORGETOWN KIWANIS FOUNDATION

BOARD OF TRUSTEES

MINUTES

August 23, 2011

The Board of Trustees of the Sun City Georgetown Kiwanis Foundation met in the Sun City Ballroom, Georgetown, Texas on August 23, 2011.

Kent Buikema, Chairman of the Board of Trustees, called the meeting to order at 11:09 A.M.

Attendance

Trustees present: Don Ballard, Kent Buikema, Lew Richardson, Bill White, Bob Barnes and Herb Wilkins

Trustees absent: Marshall Pearlstein

A quorum was present.

Guests: Steve Fought

Agenda

The Board adopted an amended agenda.

Approval of Minutes

For the record, on June 20, 2011 an email vote approved the minutes of the June 14, 2011 meeting.

Treasurer's Report

Lew Richardson distributed the Balance Sheet as of July 31, 2011 and a Profit & Loss report from September 2010 through July 31, 2011. Lew also distributed the Kiwanis Club of Sun City Georgetown Revenue/Expense Statement as of July 31, 2011. There was no discussion.

The Balance Sheet showed a Total Liabilities & Equity of \$70,868.90.

The Profit and Loss Statement showed a Net Income of \$15, 106.14.

Old Business

No outstanding old business.

New Business

1. Report from the Committee on Planned Giving.
 - a. The Sun City Georgetown Kiwanis Foundation Corpus Policy needs to be finalized before proceeding with the Planned Giving Program. It was agreed that the policy should be a part of the bylaws.
 - b. Don Ballard and Bob Barnes will develop a brochure for Planned Giving.
 - c. Bill White will check with John Bickle on what the legal issues are regarding Planned Giving through wills.

- d. The Planned Giving Committee consists of Bill White, Steve Fought, Herb Wilkins, Lew Richardson, John Bickle and Kent Buikema (ex-officio)
 - e. After everything is in place Steve and Gina Fought will be the first donors.
2. Don Ballard made a motion to accept an amendment to the By-laws, allowing electronic/email voting under certain conditions. This amendment will become Section 2.07A of Article II of the By-laws (proposed change attached). The motion was seconded and passed unanimously.
 3. Bill White submitted a report (attached) on Sun City Georgetown Kiwanis Foundation Corpus Policy. Bill White will check with John Bickle on points brought up by the Board and then modify the Sun City Georgetown Kiwanis Foundation Corpus Policy for further review by the Board. Bill will also check with John Bickle on what if any By-law changes need to be made.
 4. Lew Richardson made a motion to accept the following Kiwanis Club of Sun City Georgetown club members to serve on the Scholarship Committee: Arline Willbanks, Kim Moran, Herb Smith, Steve Soelberg and Chuck Graham (Chairman). The motion was seconded and passed unanimously.
 5. Kent Buikema called for the Election of three Trustees to replace the three Trustees (Lew Richardson, Bill White and Herb Wilkins) whose terms expire at the end of September, 2011.

The Kiwanis Club of Sun City Georgetown submitted the following six nominees for the three Trustee positions: Larry Allison, Mert Darling, Charlie Hill, Linda McDaniel, Jack Noble and Bill White.

The term of office for the Trustees elected will be from October 1, 2011 until September 30, 2014.

A paper ballot was used with Don Ballard acting as Teller.

The following three Trustees were elected: Mert Darling, Linda McDaniel and Bill White.

Lew Richardson made a motion to adjourn the meeting. The meeting was adjourned at 11:50 A.M.

The next meeting will be as called.

Respectfully submitted,

Donald Ballard
Secretary

Attachments: (1) Article II, Section 2.07A By-laws proposed amendment; (2) Sun City Georgetown Kiwanis Foundation Corpus Policy.

Attachment 1

PROPOSED CHANGE TO THE BYLAWS OF THE SUN CITY GEORGETOWN FOUNDATION:

Article II, Section 2.07A. If in the judgment of the chairman or two members of the Board, there is a need for a decision on a matter of importance, that is to come before the Board, and that decision is needed sooner than a meeting can legally be called in accordance with these bylaws, the chairman may request an electronic vote. Prior to sending the email request for a vote, the board secretary or chairperson will confirm the motion along with the mover and the second. The voting options will be included together with a voting deadline, usually five days. The votes should be returned to the secretary and to the chairperson. In accordance with Texas State Laws the decision will be passed by a simple majority. The Secretary will read the results of the vote at the next meeting and record the results into the minutes.

Attachment 2

August 9, 2011

To: **KIWANIS CLUB of SUN CITY Georgetown Board of Directors**
From: **Sun City Georgetown KIWANIS FOUNDATION Board of Trustees**
Subject: **Kiwanis Foundation Corpus Policy**

Background. The mission of the **Kiwanis Club of Sun City Georgetown (Club)** is to provide altruistic service to the children in Williamson County through its Service Projects. The Club generates revenue to fund its service projects through a number of activities such as the Holiday Home Tour, garage sales and other activities. In addition, the Club generates and manages the funds including annual dues to support its administrative costs and Kiwanis International and Texas-Oklahoma District dues.

Funds raised to support the Club's service projects are managed and disbursed by the **Sun City Georgetown Kiwanis Club (Foundation), a 501 (c) (3) organization.**

The Foundation.

The purpose of the Foundation is to provide a non-profit, tax-exempt organization in accordance with Internal Revenue Service regulations to financially support the altruistic service projects of the Club.

- The Foundation is responsible for receiving, managing, investing, and safekeeping the charitable contributions raised by the Club from its fund raising activities. The Foundation pays any expenses related to the Club's fund raising activities, funding the Service Projects, as specified in the Club's annual Service Project Budget by the Club's Board of Directors.
- The Foundation is responsible for forming, building and managing the Foundation Corpus.

The Foundation is governed by a **Board of Trustees (Trustees)**. The Trustees are charged with fulfilling the responsibilities of the Foundation as specified in its Bylaws and the Club Board of Directors.

Note, as a public charity, there is no legal/IRS requirement for disbursement of any monies from the Foundation funds. Disbursement policy and actual disbursements related to Service Projects and funds raised therefore are determined by the Club Board of Directors while disbursement policy and actual disbursements related to the Foundation Corpus may be determined by the Foundation Board of Trustees.

Foundation Corpus. The Foundation Corpus is a fund or endowment established to provide additional funds to support Club Service Projects in the future. All monies in the corpus, including any interest and growth, are retained therein until the Corpus reaches the specified *Corpus Established Goal*.

The Foundation plans and conducts various fund raising activities to build the Corpus to the Corpus Established Goal at which time decisions may be made as to how to support the Club's Service Projects.

Recommendations. The Board of Trustees recommends that:

- 1) The Foundation Corpus be built or grown to a specified **Corpus Established Goal** prior to which any funds may be provided to the club to support future service projects.
- 2) The Foundation Board establishes specific *annual contribution goals* to build the Foundation Corpus and plan and conduct activities to reach those goals.
- 3) The Trustees Plan, Corpus Established Goal and Annual Goals are confirmed and approved by the Club's Board of Directors.
- 4) All monies donated to the Foundation outside the Club's annual fund raising activities in support to its Service Projects that year be placed in the Foundation Corpus unless the donor specifies it should be used for a stated purpose, e.g. to support Key clubs or support scholarships.
- 5) The Club's Annual Service Projects Budget supports all Service Projects and the Club's fund raising events are designed and conducted so as to meet or exceed the Service Projects Budget.
- 6) The Club's Board of Directors at the end of the Administrative year determines whether any funds remaining from annual fund raising but not disbursed for Service Projects be carried over to the following year to support Service Projects or be placed in the Foundation Corpus..
- 7) Rules for disbursement of any funds from the Foundation Corpus prior to its reaching the Corpus Established Goal be established and require unanimous approval of both the Foundation Board of Trustees and the Club Board of Directors.
- 8) The Trustees annually set a goal, develop a plan, and conduct fund raising activities specifically designed to build the Corpus, e.g. the planned giving project.
- 9) The Trustees provide the Club members with an Annual Report including status of the Foundation and the Foundation Corpus, its overall financial condition, the status of achieving its annual goals, and the Club members who contributed to the Foundation Corpus.
- 10) In the event that the Club should elect to *dissolve the corpus*, all funds therein be transferred to local non-profit service project(s) involved in serving the children of Williamson County chosen by the Club Board of Directors and approved by a majority of the Club membership.

Respectfully submitted to the Club's Board of Directors for consideration and action.