

K-Notes

the official newsletter of the
Kiwanis Club of Frederick, MD

FrederickKiwanis.org | info@frederickkiwanis.org

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2020-2021 OFFICERS

Pres. Sue Vona
301-898-9032
Pres. Elct. Richard Cutting
518 593-9672
Sec . Lauri Cutting
518 593-3164
Treas. Bob Failor
301-698-9425
Past Pres. Allen Byrne
301-401-0043

2020-2021 DIRECTORS

Ray Ediger
301-788-2250
Colette Baker
301-514-9144
Tracy Bush
301-370-8851
Art Anderson
301-662-3166
Carlos Graveran
240-994-5679
Dr. Dick Reba
301-371-4796

Meetings

Regular meetings are normally held every Tuesday at 12:15pm in the Garden Room, Elks Lodge, 289 Willowdale Dr., Frederick, MD 21702
But...

Currently meetings are being held via ZOOM.

Upcoming ZOOM meetings

Club members will be notified weekly via email of upcoming weekly meetings and the planned speaker program, if any. Meetings will be held Tuesdays at 12:15PM via ZOOM until further notice. There will be no regular meeting on the 2nd Tuesday—on that day there will only be the monthly board meeting, to which all are invited to attend.

Kiwanis Club of Frederick MD
Official 2021-2022 Ballot

Our club's Annual Meeting to elect officers/directors for 2021-2022 will be held May 4, 2021 via Zoom. Ballot to the right.

Officers (vote for 1 each category)

President Susan Vona or _____
Pres. Elect Richard Cutting or _____
Secretary Lauri Cutting or _____
Treasurer Bob Failor or _____
Past Pres. Allen Byrne or _____
(must be a Past President, willing to serve)

Board of Directors (vote for 2)

Richard Reba or _____
Ron Williams or _____

KIWANIS CLUB OF FREDERICK MD MINUTES OF BOARD OF DIRECTORS MEETING April 13, 2021

MEMBERS ATTENDING

OFFICERS:
Sue Vona
Richard Cutting
Bob Failor
Lauri Cutting
Allen Byrne

ELECTED BOARD

Art Anderson
Colette Baker
Ray Ediger
Carlos Graveran

OTHERS PRESENT: 5

President, Sue Vona, called the meeting to order at 12:18 p.m.

SECRETARY'S REPORT

Lauri C. asked the Board if they had chance to review the minutes as printed in

PRESIDENT *(Continued from page 1)*

the K-notes. With no additions, deletions or corrections brought forth, President Vona asked for a motion to accept the minutes of March 9, 2021.

Ray E. moved to accept the minutes; seconded by Art A. and carried.

TREASURER'S REPORT [emailed to the Board prior to the meeting]

Administrative Fund Report for March 2021

Bob F. reviewed the Administrative Fund Report for March with the Board. He shared that no cash was received. The expenditures of (\$25.99) was made for postage and Zoom account (\$30.25) was made for email services and (\$98.00, an increase of about \$9.00) was made for our monthly storage rental.

Service Fund Report for March 2021

Bob F. reported that the only expenditure this month was in the amount of (\$10.08) for internet access for credit/debit card collection during Gift Wrapping.

Motion by Art A., seconded by Richard C. to accept the Treasurer's Administrative Fund & Service Fund Report for March 2021. Motion carried

COMMUNITY FOUNDATION UPDATE

Colette B. shared that there was not much activity this month. Grants were disbursed in the fall and December. She reported that she printed a Fund Performance Report for July 2020 through March 2021 that showed a profit increase. The Board had discussion about transferring monies to the Community Foundation. There was concern of doing a transfer during COVID times.

OLD BUSINESS

Zoom Purchase [Cost/ref. minutes of 2.9.21 to purchase]

Motion by Art A., seconded by Allen B. that the Kiwanis Club of Frederick, MD purchase a Zoom account at a cost of \$14.99 per month, effective March 24, 2021.

The Board had discussion about number of meeting coverage and length of meetings. Bob F. shared that

Dave M. made the purchase and was assured that it would meet all our needs. Carlos G. researched our purchase on line and shared the information with the Board.

Motion carried

Zoom Training

We need more Zoom training! Training is in process with Sue V., Richard C. and Lauri C. attending training class held by Dave M. It was noted that there are Zoom tutorial resources available as learning tools.

Perspective New Member

The Board discussed that we understand the difficulties of meeting during COVID times. A letter would be sent to the perspective new member inviting him to our next meeting to meet our President, Sue V., and our members. The Board agreed that attendance at another meeting would meet the requirement for Board action.

Storage Unit Placements [non-meeting items and equipment]

Lauri C. noted that an email was sent to everyone along with a reminder printed in the K-Notes that items for storage could be brought to the Cutting's home. Richard C. would transport the items to the storage unit or persons could meet him there on Sat., April 24th @ 2:00. Directions were included.

Financial Audit

Bob F. will have our financial information (Fiscal Year 2019-2020) ready to give Roy next week for his audit.

Our 5th Meeting in March Member Profile done by Tracy B. Colette B.

It was noted that our 5th meeting in March, our Member Profile meeting, profiling Colette B. was great. It will be nice to continue member profiles for the future.

(Continued on page 3)

MINUTES (Continued from page 2)

NEW BUSINESS

Information: Change of Meeting Types

Lauri C. informed the Board that there will need to be a change this month in meeting types due to being able to obtain Josh Hoskins, Youth Protection Manager, to train us as a fulfillment of KI. April 20th will be our Round Table Discussion meeting and April 27th will be our training with Josh Hoskins. (The Speaker Schedule will be changed and distributed.)

Change in process for scholarships

Art A. shared the process of scholarship distribution among St. Mary’s College, Hood College and FCC. He proposed that we do the same practice for all three colleges and let the college decide the recipient to avoid conflicts of interest with recipients and possible Kiwanis relatives. St. Mary’s and Hood are given their scholarship monies by Kiwanis and make the decision through their financial aid office based on the need. FCC gives us names for our selection. The outcome of the Board discussion is that Art. A. will give a proposal for the next meeting.

Nominating Committee Report

Ray E. reported the slate of positions that will be voting for on May 4th as follows: Sue V. – President, Richard C. – President Elect, Lauri C. – Secretary, Bob F. – Treasurer. ELECTED BOARD: Richard Reba and Ron Williams

Voting will take place May 4th during our Zoom meeting. The slate of positions was unanimously agreed upon.

Background Checks

Making sure Background Checks for our SLP Advisors was discussed. Lauri C. will contact the advisors and share that they need to have a background check done by Safe Hiring Solutions, as required by KI and that it will be paid by the Kiwanis Club of Frederick [\$25.00]. Bob F. should be contacted for our debit card information. Receipts should be forwarded to Bob F.

Birthdays!

| | | |
|----------------|--------|----------------------|
| Ron Williams | 10-May | chestyvan@aol.com |
| Tracy Bush | 16-May | tbush@legacyfa.com |
| Lauri Cutting | 3-Jun | lauruscut@gmail.com |
| Roger Erickson | 7-Jun | rgerickson@gmail.com |

Aaron Valentino

President, Sue V. will try to contact Mr. Valentino to see if he is still interested in SLP Advisor.

Typo change for Bylaws:

Motion by Bob F., seconded by Art A. to change the Bylaws typo as follows:

D. OFFICERS AND DIRECTORS TERMS

Officers and Directors terms are as follows:

#5. All directors change from 2 years to **3 years**

Motion carried

Camp Jamie

Carlos G. shared that a meeting was held last week. We are still working on areas available for volunteers. It was noted that volunteers would need to be COVID vaccinated and would have to wear masks.

Carlos G. will keep us updated.

ADJOURNMENT

The Board meeting adjourned at 1:20 pm.

Motion carried unanimously

Respectfully Submitted,

Lauri Cutting

Secretary

Reminder: Please send any volunteer hours to Colette B. at the end of each month by using this online form:

<http://davidmaloney.com/machform/view.php?id=29>

Upcoming Speaker Programs

| | | | |
|--|-----------------------------------|--------------------------------------|---------------------------|
| May 4th | Shari Ostrow <u>Scher</u> | Children of Incarcerated Parents | Colette Baker |
| May 11 th | Board of Directors Meeting | | |
| May 18 th | Jennifer White | Mission of Mercy | Colette Baker |
| May 25 th | Round Table | | |
| June 1 st | Dave Riordan | Farmers & Hunters feeding the Hungry | Colette Baker |
| June 8 th | Board of Directors Meeting | | |
| June 15 th | | | |
| June 22 nd | Round Table | | |
| June 29 th [5 th] | | | |
| July 6 th | Paul Dethlefsen | Cub Master Pack 285 | Colette Baker added 2/26* |
| July 13 th | Board of Directors Meeting | | |
| July 20 th | | | |
| July 27 th | Round Table | | |
| August 3 rd | | | |
| August 10 th | Board of Directors Meeting | | |
| August 17 th | | | |
| August 24 th | Round Table | | |
| August 31 st [5 th] | | | |
| September 7 th | | | |
| September 14 th | Board of Directors Meeting | | |
| September 21 st | | | |
| September 28 th | Round Table | | |
| October 5 th | | | |
| October 12 th | Board of Directors Meeting | | |
| October 19 th | | | |
| October 26 th | Round Table | | |
| November 2 nd | <i>Election Day</i> | | |
| November 9 th | Board of Directors Meeting | | |
| November 16 th | | | |
| November 23 rd | Round Table | | |
| November 30 th [5 th] | | | |
| December 7 th | | | |
| December 14 th | Board of Directors Meeting | | |
| December 21 st | | | |
| December 28 th | Round Table | | |

Have you oread the latest edition of *The Capital Kiwanian?*



Kiwanis: *Nothing is more important than the safety of the children Kiwanis serves. That's why Kiwanis International dedicates a week each year to youth protection. In 2021, Youth Protection week is October 11-15, giving Kiwanis clubs the opportunity to conduct important youth protection training and evaluate the club's compliance. Kiwanis clubs are required to educate members annually on Kiwanis Youth Protection Policies and Procedures. At a recent club meeting, Capital District Youth Protection Manager, Josh Hiscock (highlighted above), reviewed Kiwanis' programs and policies (see following pages) designed to help protect the youth under our care.*



YOUTH PROTECTION POLICIES & PROCEDURES (effective February 2020)

These policies can be found in Kiwanis International Policies and Procedures as Procedure 432.

All adults working with youth under the age of 18 at any Kiwanis event are required to read/understand, agree to and abide by these policies.

Education: Every Kiwanis club is expected to inform and educate its members on these guidelines, best practices and required actions for individuals who become aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member. Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference regarding guidelines and best practices for adults working with youth, using materials provided by Kiwanis International.

Chaperone: A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, twenty-one (21) years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

Chaperone addition (Effective May 1, 2020): A minimum of one adult per 10 students must be serving as chaperones during the entirety of the event. All chaperones (club members and non-members) participating in any single-day or overnight service leadership program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. Additionally, chaperones must follow all applicable policies and procedures. (See also Procedure 432.)

Criminal history background checks: 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 criminal history background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Kiwanis advisors shall acquire a new criminal history background check upon their initial appointment to the position.

District administrators for Service Leadership Programs (Effective May 1, 2020): Kiwanis International requires all SLP district administrators to complete an application process, which includes submission of a completed application, having a clear background check conducted and verified by Kiwanis International and completion of Kiwanis International youth protection training and any other elements that may be required by Kiwanis International. After receipt of an individual's application and verification of all required elements, Kiwanis International will review the information and decide, in its sole and absolute discretion, whether the individual is accepted to become an SLP district administrator. Kiwanis has no obligation to allow an individual to become an SLP district administrator based solely on a "clear" background check. Denial may be appealed via the process outlined in Procedure 197.

Overnight events (Effective May 1, 2020): All adults (club members and non-members) registered for or staying overnight at any Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a criminal history background check.

Overnight stays: While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a

sleeping room or other sleeping quarters (e.g., a tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds (such as in a bunkhouse or camp cabin), adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

Transportation: When transporting youth, the best practice is the “rule of threes,” with at least three people in the vehicle at all times, along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

Use of alcoholic beverages, tobacco, marijuana, and other substances

While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

Medications: The possession of prescription and non-prescription medications by youth at a Kiwanis event should be permitted only by the written permission of the parent/guardian.

Reporting: If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he/she must immediately contact the appropriate personnel at the event, as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. Kiwanis International now offers a 24-hour, confidential helpline at 1-888-607-SAFE. The helpline can be used if you think a youth has been harmed or their safety and well-being are at risk.

Personal information: All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc., should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer, as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

Youth and social media: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, the Kiwanian should use his/her best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents, for minors) who appear in that media; it could be illegal to do otherwise.

Behavioral or health issues: Kiwanians are often seen by a young person as adults to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

Conflicts with other rules: Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.