

The Exchange Club of Kiawah-Seabrook

Box PMB-J 130 Gardener's Circle Johns Island, SC 29455

Board Meeting 11/16/2022 @Seabrook Island Club

Jack Wilson called the meeting to order at 4:32pm and proceeded through the attached agenda.

Attendee	Title
Jack Wilson	President
Rich Boss	Treasurer
Ray Hoover	President Elect
Bob Leggett	Past President/Foundation Chair/Membership Committee Chair
Lisa McDonald	Secretary
Committee Chairs	Bill Bane, Charlie Septer, Bob Mason, Margorie Stephenson, Dennis Giannos, Bill Nelson, Ed Leary

Jack made a motion to accept minutes from 10/19/22 and the motion was passed with a clarification to Bill Bane that the \$32,010.00 in allocations on those Minutes is not the total amount of grants, it was the last-minute donations gathered to help with the shortfall in funding.

Bob Mason was welcomed as a new Board Member, replacing John Reock. Ed Leary was welcome as a new Board Member replacing George Reinhart.

Rich Boss gave a Treasurer's update (see attached) and reported that all Conflict of Interest statements have been received.

Lisa McDonald gave a Secretary update (including above clarification to Bill Bane) and reported that the new member orientation documentation was tweaked for use going forward as handouts that can be used when a new member prospect has organizational questions (see attached). Contact Lisa for individual PDFs.

Jack made the following announcements regarding the Directory/Handbook

- Bob Schick will Chair the 2023 Handbook Committee
- A new printer has been identified and the cost is thought to be a significant savings of \$10,000. Bob Leggett also has a potential printer – he and Jack will compare notes and quotes and report back in the next board meeting.
- Ad rates in the handbook will go up at least 10% (see #7 on attached Agenda)
- We normally print 8,000 copies

Dennis Giannos would like us to consider including a mailer in the handbook to facilitate donations, Jack will follow up

Bob Leggett moved to approve the transfer of funds from Operations account to Contributions to fund previously approved Grants. The motion passed unanimously. (see #6 on attached Agenda)

Bill Nelson gave an update on increased rates for dinner at Seabrook Island Club. Jack made a motion to accept \$41/plate rate. Ray Hoover seconded the motion.

Flags for Bohicket Run will be put up the day of, but signs will be put out the night before. Delay in set up of flags is due to potential theft. A new flag (just the flag) is \$24 for American Made. Jack is working with The Town of Kiawah to establish a safe and dry storage space.

Marjorie Stephenson presented images and ideas for the Holiday Party on 12/7/22 which were liked by all. She will be providing invitations at her cost. The cocktail hour begins at 5:45PM, dinner at 6:30PM. Entertainment was booked by

Jack at a cost of \$400. The club will comp the cost of dinner for the entertainer. Jack will present the last tribute to a fallen Iraq soldier from SC. Renee Wilson will help with set up and décor. Lisa McDonald will help with sign-ins.

Other Discussion:

Charlie Septer informed us that the new brochure for the Child Advocacy Network is ready to go.

Dennis Giannos asked why approvals are needed for new members. Answer: It's in the national by-laws.

Next Board Meeting is January 18, 2023

The meeting was adjourned at 5:27 PM

Attachments:

- Agenda
- Treasurer's Report
- Info handouts 1) Exec committee, 2) Service committees and 3) Operating committees

Submitted by Lisa McDonald 11/17/22

THE EXCHANGE CLUB OF KIAWAH-SEABROOK

BOARD MEETING AGENDA

Cooper Room at 4:30 pm November 16, 2022

1. Approval of Minutes from 10-19-22 meeting
2. Welcome Bob Mason back to the Board replacing John Reock
3. Annual Conflict of Interest Statements to Rich Boss
4. Treasurer report – Rich Boss
5. Secretary report – Lisa McDonald
6. Approve transfer of funds from Operations account to Contributions to fund Approved Grants.
7. New Handbook ad rates – Jack Wilson
 - Full Page \$1100
 - Half Page \$700
 - One Third Page \$550
 - Quarter Page \$400
 - Business Listing Only \$250; Extra Business Listings \$85
 - Front Cover \$2,000; Inside Front \$2500; First Page \$1500
 - Back Cover \$3000; Inside Back \$2500, Last Back Page \$1500
8. Dinner charge increase – Bill Nelson
9. Flags for Bohicket Run – Nelson/Wilson
10. December Holiday Party – Marjorie Stephenson
11. Committee Chair Reports
12. Additional New Business

Next Meeting January 18. 4:30 PM in Cooper Room

Kiawah-Seabrook Exchange Club

Board Meeting November 16, 2022

Treasurer's Report

- Quickbooks Online – September 30 and October 31 Bank Reconciliations complete, no issues
- Balances as of November 16, 2022

Account	Accounting Balance	Bank Balance (includes uncashed Grant checks*)
Club - Operating	\$14,038	\$19,478
Club – Ad Book	\$2,564	\$20,443
Club - TOTAL	\$16,602	\$39,921
Foundation	\$5,331	\$12,525
Foundation Schwab	\$104	\$104
Foundation - TOTAL	\$5,435	\$12,629

*About \$30,000 in Grant checks not yet cashed

- IRS \$3,000 penalty – June 2021 form 990 for Club (not Foundation), for paper filing (e-file required). Reasonable cause relief was requested by Todd in May 2022. July 22 and September 14 IRS Letters said no determination yet, they needed more time.
- All Conflict of Interest Statements received (except for George Reinhart, who resigned before I filed the 990).
- IRS Form 990, SC Registration, and SC Financial Report (copy of 990) all submitted by November 15 due date. Self prepared. Minor costs of about \$200 for software and SC filing fees.
- Transition / Open
 - Foundation Schwab – application submitted October 27 to add Boss and Leggett as signers
- Upcoming Actions
 - Bohicket Run proceeds expected in Q1 2023 (was \$9,000 in 2022)

THE EXCHANGE CLUB OF KIAWAH-SEABROOK

2022-2023 LEADERSHIP INFORMATION

CLUB LEADERSHIP - EXECUTIVE COMMITTEE

PRESIDENT – Jack Wilson

- Provide leadership to Club Board and membership
- Preside at Club meetings and Board meetings
- Develop and implement plans and goals for Club success
- Uphold National, District and Club Bylaws

PRESIDENT ELECT – Ray Hoover

- Assist the President as needed
- Recruit Executive Committee and Club Board Committee Chairs for the following year
- Develop ideas and goals for the following year

PAST PRESIDENT- Bob Leggett

- Assist the President as needed
- Chair the Foundation Board and Americanism Committee
- Emcee Grants Night and Angel Oak Award Banquet

TREASURER- Rich Boss

- Responsible for Club and Foundation bank accounts, paying invoices and financial records
- We have four Accounts: Operations, Contributions (Handbook), Foundation, Bohicket Run
- Financial Update Reports to Club Board and Foundation Board
- File tax reports (IRS Form 990) and maintain registration with South Carolina Secty of State
- Calculate Funds Available for Grants and prepare checks for Grant Recipients

SECRETARY – Lisa McDonald

- Record and maintain Meeting Minutes for Club dinner meetings and for Club and Foundation Board meetings
- Serve on Communications Committee
- Prepare and update informative documentation for distribution to members or public
- Administrate social media: Facebook & Instagram accounts

FOUNDATION LEADERSHIP

CHAIRMAN - Bob Leggett

BOARD MEMBERS - Jack Wilson, Ray Hoover, Rich Boss, Lisa McDonald, Bob Mason, Charlie Septer

What is the Foundation?

- Created in 2016 to enable tax deductible donations to our club
- Foundation donations ARE TAX DEDUCTIBLE, whereas donations to the Exchange Club itself are NOT
- The Foundation is the sponsor of our non-Handbook fund raisers such as the Angel Oak Award Banquet
- Foundation donations may be unrestricted or restricted to specific charities

THE EXCHANGE CLUB OF KIAWAH-SEABROOK
2022-2023 SERVICE COMMITTEE INFORMATION

YOUTH AND EDUCATION – Ed Leary, Chair. Members are Phyllis Barber, Ed Rigtrup, and Christine Strobel

- Award scholarships to worthy seniors at St Johns High School and Charleston Collegiate School
- Sponsor the Student of the Month at St. Johns High School and Charleston Collegiate School
- Award Exchange Club grants to youth-oriented educational and philanthropical organizations that serve Johns and Wadmalaw Islands

HEALTH AND HOUSING COMMITTEE - Bill Bane, Chair. Frank Farfone, Dennis Giannos, Jim “Fig” Newton, Walter Sewell and Bob Schick.

- Evaluate and allocate funds to health and housing organizations serving and making the most positive impact on disadvantaged residents of Johns and Wadmalaw Islands.
- Our deliberations consider but may not be limited to some of the following:
 - Carefully review grant requests and the specific purpose the grant would be used for.
 - Examine the organization’s balance sheet and budget to determine the ratio of monies used for both administration and fund raising compared to the monies going directly to the programs.
 - We want our grants to be significantly meaningful and therefore focus on a limited number of non-profits.

HUNGER AND MENTORING COMMITTEE - Dave Berry Chair. Members are Shirley Salvo, Phyllis Barber, Carmine Degennaro, John Carpenter, Charlie Septer

- Provides funding to organizations providing food, meals and mentoring to those in need on Johns and Wadmalaw Islands
- Reviews grant requests on an annual basis including how previous grant monies were spent
- For 2022, supporting 11 non-profit organizations with a reach to over 1000 people
- Plan to extend links with these organizations during the year
- Looking for new members with interest and time to contribute!

CHILD ABUSE PREVENTION- Charles Septer, Chair. Members are Ed Rigtrup, Dick Fleming, Ray Hoover, Bob Mason, Joy Millar, John Reock, Thad Peterson, and Kevin Boyle

- Work with grantees to understand how they are doing financially and otherwise.
- Discuss how last year’s grants were used.
- What plans do they have for this year’s grant funds. Understanding priorities.
- Offer suggestions on how they can better serve our area.
- Interview any new organizations for possible grant request from Child Abuse Prevention committee.

AMERICANISM COMMITTEE – Jack Wilson, Chair. Ron Schildge, Bob Leggett. Roy Sessions

- Promote pride in our country and respect for our Flag and members of our armed forces
- Maintain 120+ Flags with yellow ribbons and schedule volunteers for raising/take down
- Prepare and present Fallen Heroes recognition at Club dinner meetings
- Co-sponsor Veteran’s Day charitable golf event
- Review Grant requests and allocate funds available

THE EXCHANGE CLUB OF KIAWAH-SEABROOK
2022-2023 OPERATING COMMITTEE INFORMATION

HANDBOOK COMMITTEE – Jack Wilson, Chair. Members: Wayne Billian, Bob Leggett

- Recruit for key Committee roles: Handbook leader, Sales leader, Sales Captains, Activities pages, Data entry, Printer/Mailer liaison, Graphics liaison
- Recruit and train Club Members to sell new ads and renew existing advertisers
- Determine ad rates

MEMBERSHIP COMMITTEE - Bob Leggett, Chair. Members: Phyllis Barber, David Cruse, Dennis Giannos, Bill Good, Nancy Schibler, Ron Schildge, Joe Thompson

- Key responsibility is recruiting and retaining Exchange Club members
- Manage the “badge box” and meeting sign-ins for members and guests
- Maintain the Club Roster on the National EC website.

COMMUNICATIONS COMMITTEE - Dennis Giannos, Chair. Members are Thad Peterson, Bob Leggett, Lisa McDonald

- Inform existing members, prospective members and others in Kiawah-Seabrook of major activities and accomplishments of the Exchange Club
- Reach out periodically to the available communication channels such as the Seabrooker, Tidelines, Post & Currier and Island Connection. Most recently, we have taken advantage of an untapped area for us and are part of Facebook and Instagram.
- As more individuals are aware of the Exchange, joint efforts with the Membership committee will assist in increasing our membership

SPEAKERS COMMITTEE - John Reock, Chair. Members: Bob Mason, Bill Nelson, David Cruise, Bob Speziale, Scott Lee

- Key responsibility is securing 16 speakers throughout the year for Club's dinners
- Manage logistics and audio-visual requirements for speakers
- Responsible for introducing the speaker

DINNER COMMITTEE - Bill Nelson and David Cruise

- Coordinate the invitation process for the Exchange Club dinners.
- Work as liaison with the Seabrook Club and other venues for scheduling dinners and planning and providing dinner counts.
- Provide meeting night support for audio visual and speaker bio displays and gifts.

ACTIVITIES COMMITTEE – Marjorie Stephenson, Chair

- Plan activities and recruit volunteers for special activities, including Holiday Party, Bohicket Run and Golf Outing

FUNDRAISING/REVENUE GENERATION COMMITTEE – Thad Peterson, Chair. Members: Ray Hoover, Marty Penkhus, Marjorie Stephenson, Nancy Schibler

- Identify new sources of revenue to support charitable contributions of the Club and Foundation.
- Prioritize and quantify opportunities and forward recommendations to the Board for implementation by the Activities Chair.