

**MEETING OF THE BOARD OF DIRECTORS
ROTARY LEADERSHIP INSTITUTE
ZONE 33 DIVISION
AUGUST 9-11 2008**

A meeting of the Board of Directors of the Zone 33 Division of the Rotary Leadership Institute was convened at the Ocean Club resort at Indian Beach, NC at 3:30 PM on August 9, 2008. The meeting was called to order by Chairman Bevin Wall. Members present were Ron Ferrill, Mary Deane, Glenn Hood, Pam Wall, Sue Poss and Jon Allan.

The Board unanimously ratified the unanimous action taken by the Board by phone and email on August 3, 2008 appointing Sue Poss to the unexpired term of Bill Boyd, who had previously resigned.

Chairman Wall welcomed the Board members and thanked them for their participation. He noted that RLI is alive and well and recognized the efforts of Rotarians such as Eric Adamson who were instrumental in making RLI successful. He also noted that 20 events were scheduled last year, 19 were held and we experienced increased out-of-district participation. He distributed copies of the 2008-2009 schedule, noting minor changes in venues and stated that district chairs need to find venues that will reduce our costs.

Pam Wall discussed efforts to conduct Institutes in District 7030. It is hoped that two Institutes will be held this year, one in Trinidad and one in Barbados.

Bevin opened for discussion the possibility of passing a resolution on the continued support of the Zone 33 Division of RLI in District 7030. The action was placed on hold pending further discussion.

The Board had a general discussion of RLI venues, to include accessibility, timing, cost, etc. The Board agreed to addition of an institute in Charleston SC, Sue Poss will work with Bert Strange to determine a date.

The Board discussed development of an RLI module for presentation at a District Conference or District Assembly. The Board agreed that the idea has merit and Pam Wall agreed to develop it further.

Bevin announced plans to hold an Institute on a cruise ship in February in conjunction with a floating conference of one district in Zone 33 Division and one in the Sunshine Division. The cruise will depart from Miami and go to Key West and Cozumel, returning to Miami. The price will be \$434 per person and participation in the conference will be optional.

Bevin welcomed Jon Allan, the newly elected member of the Board and welcomed Sue Poss back to the Board. He also announced that Bert Strange has agreed to serve as SC State Coordinator vice Sue Poss and that there are several new District Chairs this year.

Bevin reported that the Zone 33 Division had 683 institute participants last year; 483 Part I, 142 Part II, and 58 graduates.

The Board agreed that registration procedures should be changed so that Rotarians cannot register on-line without paying on-line. The website will contain a statement to the effect that Rotarians may request reimbursement in accordance with their club policy.

The Board discussed the merits of the USVI model of a two-day institute in which Parts I and III were presented on the first day and Part II and faculty training on the second day. The Board approved expansion of the Asheville, NC Institute to April 17 and 18 as a pilot. All three parts will be offered on both days.

Bevin noted recent honors bestowed on RLI leadership. He also led a discussion on the Maryland /Delaware (7630) and DC (7620) Districts moving to Zone 33 and the possibility of them joining the Zone 33 Division.

Chairman Wall closed the meeting at 5:30 pm.

Chairman Wall reconvened the meeting at 9:30 am on August 10. All members who were present on August 9 were again present and Eric Adamson joined the meeting.

Bevin reopened the discussion of the expansion of Zone 33 with the addition of Districts 7620 and 7630. Eric presented the rationale for District 7030 to be part of the RLI33 multi-district activity vice the Sunshine, or other, division. It was decided by the Board that Eric would contact Districts 7620 and 7630 and open the discussion on their joining the Division to be followed by an invitation issued by Bevin. It was agreed that Eric would also contact District 7030 and reaffirm our support. Eric suggested that these districts should have representation on the RLI33 Board.

A related discussion considered renaming the RLI33 Division to avoid the association with the Zone geography. The Board decided to develop candidate names and solicit the preference of District Governors and RLI Chairs.

Eric led a discussion of compliance with the provisions of Chapter 1 of the MOP as related to multi-district activities. Bevin will request that the District Governors-Elect reaffirm participation of their districts in RLI so that the Board can satisfy the triennial requirement to report compliance with the MOP to the general secretary.

Bevin led the annual review of the RLI curriculum. Bevin represented our Division at the annual RLI- wide Curriculum Committee meeting in Philadelphia in May and presented a summary of the meeting. The committee basically reaffirmed the curriculum but recommended changes to the length and positioning of some of the courses and eliminated three. Most of the subject matter of the eliminated courses will be added to the content of other courses, so the net result will be that there will be no major changes in the overall content of the curriculum.

Pam discussed changes to schedules and evaluations to be implemented in 2008-2009, and discussed the need for answer sets to Parts I, II and III questions.

The Board engaged in a discussion of the need for and content of graduate level-courses. The Board generated several suggestions for courses that would include content not in the basic curriculum or that would expand upon basic content. No decision was reached.

The morning session ended with a presentation of a graphic strategic planning tool that can be adapted to club strategic planning. The Division has acquired a license.

Chairman Wall reconvened the Board meeting after lunch and opened with a discussion of putting more responsibility on the District Chairs with respect to reproduction of training materials. The Board decided that the Chairs will be responsible for preparing the materials using Staples or Office Depot as a supplier with billing to a central Division account. The Board will establish quality standards.

Pam Wall led a discussion of database issues relative to registration and production of nametags and name tents. The solution developed by the Board is to move registration to the Zone database maintained by a RLI registrar. The registrar, who has been identified and has agreed to accept the responsibility, will create a file of registrants for each event and send it to the District Chair who will be responsible for producing nametags and name tents. Chairs would also be responsible for reproduction of faculty bio sheets. These changes will become effective immediately insofar as possible. Pam Wall will do nametags and name tents until such time as the new process is in place.

Bevin reopened discussion of the current practice of holding two centralized RLI meetings/faculty training sessions annually. The Board considered the question of whether one or two meetings should be held, their location(s) and the time(s) of year. The Board decided that the annual meeting will be held in January, and a Board meeting will be held in conjunction with the annual meeting. A second board meeting will be held in August and two regional faculty training sessions will be conducted with Duncan (Greenville) SC and Harrisonburg VA selected for 2008-2009.

Sue Poss reported on the use of the Google calendar to prompt District Chairs on upcoming dates. Apparently Google requires that addressees have a Google email address. Glenn Hood and Bevin began investigation of other software packages.

Bevin reviewed the agenda for August 11 and closed the meeting at 3:30 pm.

Chairman Wall reconvened the meeting of the Board at 9:30 am on August 11.

Bevin distributed and discussed copies of Jack Porter's revenue and expense statement. And Mary Dean reported on the transition of Treasurer/Registrar functions.

Bevin opened a discussion of promotion. Glenn Hood is working on a PowerPoint presentation to be used at district events. Glenn will also contact Bill Lefes about

launching the speaker's bureau. Bevin stressed that RLI must have a presence at PETS, district assemblies, conferences and other district events. This is a responsibility of the district chairs. Bevin announced that for a number of reasons there will be no RLI sponsored facilitator training at the Zone Institute this year; however Bevin will attempt, in coordination with Zone 34, to ensure an RLI presence in the form of a manned table with a display and/or handouts. The promotional flier distributed earlier in the year is not currently accurate. Bevin will prepare a revised version and send it to District Chairs for local reproduction and distribution. Bevin, Ron and Sue will draft a process document for promotion and recognition and create a final document from the independently produced drafts.

Bevin re-opened the discussion on the graduate program. The Board agreed to do graduate courses at Fredericksburg in November and Duncan, SC in December. Two more graduate programs are tentatively planned for the spring, pending the outcome of the fall courses. The topics will be Rotary History and Club Strategic Planning. Sue will develop the outline for the former and Pam the latter. Pam will select the faculty.

Pam Wall reported that faculty who had not been meeting the training requirements were notified of the need to do so and were placed on inactive status. Pam reviewed the names of those who were delinquent. Pam will email those, copying the District Chair, and if they still do not complete the training they will be dropped from the faculty rolls, but will be given the opportunity to volunteer to serve RLI in other capacities and will be identified as program support. Pam also identified faculty members who are active facilitators and are also interested in serving RLI in other capacities.

Bevin led a discussion of faculty stipends. The Board decided that travel stipends would not be made for travel of less than 100 miles one-way between the facilitator's residence and the RLI venue. Stipends of \$50 would be allowed for a distance of 100-150 miles and \$75 for 150-200 miles. Hotel stipends would be limited to \$50 and home stays would be encouraged. The stipend discussion led to a discussion of the faculty dinner and the Board placed a limit of \$25 per capita exclusive of guests and alcohol to be reimbursed to the district chair. This led to further discussion of raising the registration fee. The Board decided to raise the registration fee to \$95 per registrant effective immediately.

The fee increase and cost-reducing measures are intended to improve the financial performance of the Division over that of last year. District Chairs are encouraged to be innovative in developing ways to minimize costs while maintaining a quality program.

The decisions of the Board and the actions required to implement them are extracted from the minutes and include as Attachments 1 and 2, respectively.

Respectfully submitted

Jon Allan
Secretary

ATTACHMENT 1 DECISIONS OF THE BOARD

1. An institute in Charleston SC will be added to the schedule.
2. The on-line registration process will be changed so that registrants must pay on line in order to complete registration.
3. The Board will invite Districts 7620 and 7630 to join the Zone 33 Division and will reaffirm support for District 7030.
4. The Board will develop two or more alternatives to the current Division name that will not have zone or other geographical connotations. District Governors and District RLI Chairs will be asked to select their preference if any, but the final decision will rest with the Board.
5. The Board will solicit affirmation by the District Governors-Elect of continued support of the RLI Zone 33 Division so that the Board may satisfy the triennial requirement to provide proof to the general secretary of compliance with RI Board policy on multi-district activities as stated in the MOP, Part 1.
6. District Chairs will be responsible for the reproduction of course materials using master accounts with Staples and Office Depot.
7. The registration process will be moved to the Zone database. An RLI Registrar will be appointed who will download registration information in advance of events and send it to the District Chair who will be responsible for the production of nametags, name tents, and faculty biographies.
8. A single annual meeting of the Division will be held in January. A Board meeting will be held in conjunction with the annual meeting. A standalone Board meeting will be held in August. Faculty training sessions will be held in Harrisonburg, VA in November and in Duncan (Greenville), SC in December. No faculty training will be conducted at the Zone Institute, but we will attempt to have an RLI presence there in the form of displays/handouts etc. The Division will implement a two-day institute as a pilot program this year.
9. The Board agreed to inaugurate a graduate program with two programs to be offered in the fall and tentatively two in the spring if the fall programs are successful.
10. The Board decided to revise the travel stipend policy. Stipends will be based on the one-way distance between the facilitator's residence and the RLI venue. A stipend will not be allowed for a distance of less than 100 miles. For distances of 100-150 miles the stipend will be \$50 and for 150-200 miles, \$75. Hotel stipends will be limited to \$50 and home stays will be encouraged. Exceptions to the stipend limitations may be granted at the discretion of the Faculty Coordinator. The faculty dinner will be capped at \$25 per capita exclusive of guests and alcohol with reimbursement made to the District Chair. The chairs are encouraged to find innovative ways to reduce faculty dinner costs. The registration fee will be raised to \$95 per registrant effective immediately.
11. The Board decided to discontinue use of overheads.

ATTACHMENT 2 ACTIONS REQUIRED

1. Sue will work with Bert Strange to determine a date for the Charleston institute.
2. Pam will develop an RLI introductory module for use at district events such as conferences and assemblies.
3. Bevin will move the registration process to the Zone database. The registration webpage will advise registrants that they must pay on-line to complete registration and that they may seek reimbursement from their club in accordance with club policy.
4. Bevin will take the necessary action to change the Asheville, NC institute to a two-day event on April 17 and 18 as a pilot. All three Parts will be offered on both days.
5. Eric Adamson will contact Districts 7620 and 7630 and open discussion on the possibility of these districts becoming a part of our multi-district activity.
6. Following Eric's overture, Bevin Wall will contact Districts 7620 and 7630 and extend an invitation to them to join the Zone33 Division.
7. Eric Adamson will contact District 7030 and reaffirm our commitment to them.
8. Bevin will solicit District Governor and District Chair preferences on a new name for the Division.
9. Bevin will request District Governors-Elect to reaffirm the district's commitment to RLI.
10. Bevin will establish master account agreements with Staples and Office Depot for the decentralized reproduction of materials.
11. Bevin will notify District Chairs of their responsibilities for local reproduction and provide quality standards.
12. Pam Wall will continue to prepare nametags and name tents until the transition to the new process is complete.
13. Bevin will revise the promotional flier and send it to District Chairs for reproduction and distribution.
14. Bevin, Ron and Sue will draft a process document for promotion and recognition and produce a final document from the independently produced drafts.
15. Pam will create the outline for the Club Strategic Planning graduate course and Sue will develop the outline for the Rotary History graduate course.
16. Pam will email faculty who are behind in their training obligation.
17. Bevin and Pam will implement the stipend and registration fee changes.
18. Glenn Hood will contact Bill Lefes and assist in the launch of the Speaker's Bureau.
19. Glenn will promote the use of the PowerPoint presentation for promotion of RLI at district events.
20. Jon Allan will develop, with the assistance of Stan Cahn and Milt Iossi, answer sets for Parts I, II and III. These will be submitted to the Board members for review.