



# WESSEX

## Western States Student Exchange, Inc.

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FRESNO, CALIFORNIA 93729-7663

### Western States Student Exchange Board Meeting

Hilton San Francisco Airport Bayfront Hotel  
Bayview 708 Room – 7<sup>th</sup> Floor  
600 Airport Boulevard  
Burlingame, California 94010

Conference Dial-in Number: (712) 432-0111  
Participant Access Code: 453374#

Saturday, May 14, 2011 at 10:00 AM

### Tentative Agenda

1. Call to Order – Chairman Charles D. Kelly
2. Roll Call – Secretary John Carr

**Charlie Kelly 5130**   X    
**Junso Ogawa 5230**   X    
**Mike Cloutier 5170**   X    
**John Carr 5180**   x  

**5010 Tom Martin**   X    
5020 Becky Fontaine   X    
**5020 John Stockwell**       
5030\* Paul Booth       
5030\* Lawrence Duffield       
5050\* Jason Jakubec       
**5060 Carter Fjeld**       
5060 Del Rankin       
5060 Robin DeBrock       
**5080 Eric Redeker**       
5080 David Nels       
5100 Duane Vaubel       
5100 Bruce Frederick   X    
5110 Larry Holcomb       
5110 Sara Marvin     

5010 Woody Angst   X    
5020\* Mike Burkhart       
5030\* Geoffrey Owen       
5050\* Marge Gemkow       
5060 Carole Paradis       
5060 Richard DeRock       
5080 Karen Cook       
5100\* Stacey Vanbaest       
5110\* Hugh Friel

<b>5130</b> Glenda Sales _____	5130 Roger Coate <u>  X  </u>
<b>5150</b> Mark Flegel _____	5150 Joe LaMariana _____
<b>5160</b> Michael Bury <u>  X  </u>	5160 Ed Harrison <u>  </u> Resigned
5160 Memory Woodard _____	
<b>5170</b> Joseph Furtado <u>  </u>	5170 Evonne Hopkins <u>  X  </u>
5180 Lee Oelke _____	5180 Howard Sands _____
5180 Carl Naake _____	???? Tom Ogden <u>  X  </u>
5180 Donna Fleshman <u>  </u>	
5190* Jon Greene _____	5190* Wyn Spiller _____
<b>5220</b> John Mensinger <u>  </u>	5220 Samuel Wheeler <u>  X  </u>
<b>5230</b> Melissa Mears _____	5230 Mark ????? <u>  X  </u>
5390* Martha Ripley _____	5390* Peggy Doefler _____
<b>5400</b> David Shaw _____	5400 Jim Barker _____
5400 Elizabeth Barker <u>  </u>	

Others:

**Names in Bold are District Chairs or WESSEX Officers**

\*: Represents non-member districts.

There are 13 Member districts and 4 Officers – A quorum = 8 voting members  
Each district has 2 voting members.

3. Approval of Agenda

Tom Martin moved to approve and Roger Coate seconded the motion. The motion passed with no opposition.

4. Approval of Meeting Minutes – Secretary John Carr

a. Saturday, October 9, 2010 Board Meeting, Vacaville, California

No comments or changes were made to these minutes except for the correction of the spelling of Becky’s last name should spelled Fontaine. Motion was made by Charlie Kelly to accept the minutes with that and it was seconded by Roger Coates. Motioned passed with no opposition.

b. Friday, February 11, 2011, Sacramento, California: Charlie recommended the following correction in red to the minutes. Tom Martin and Becky remembered the distinction. Charlie made a motion and it was seconded and was passed with no dissent that the paragraph be corrected as follows:

*A motion was made by Tom Martin and seconded by \_\_\_\_\_ that WESSEX should continue with the with audit but withdraw its current application to CSIET and in favor of applying for CSIET in the 2011-2012 Rotary year in the effort that WESSEX could pass an audit then. The motion passed with only 2 members opposing.*

5. Update on WESSEX Membership Status by Districts  
Member Districts: 5010 – 5020 – 5060 – 5080 – 5110 – 5130 – 5150 – 5160 – 5170 – 5180 – 5220 – 5230 – 5400  
Non-Member Districts: 5030 – 5050 – 5100 – 5190 – 5390  
Junso indicated these member/non-member districts are listed as RI has them listed and approved as members. 5030 has progressed to where they need to send a letter to RI requested that they be approved to join WESSEX. Junso says that 5100 has voted in support of joining WESSEX. Junso suggested their District Governor should contact RI to check on their status to join WESSEX. Junso has not heard of any status change about the remaining 3 districts. A question was raised (individual unidentified) who thought that WESSEX membership required CSIET approval prior to joining, which is not the case. Charlie (?) said that 5190 had declined membership earlier this year.
6. Approval of Financial Report – Treasurer Junso Ogawa
  - a. 2009-10 Fiscal Year End Report, motion by Sam to approve and 2<sup>nd</sup> by Becky to approve and motion carried.
  - b. 2010-11 Financial Report to Date, Junso said Report sent out a month ago has been provided and no action is required at present.
  - c. 2011-12 Proposed Budget Junso motioned to hold on this report due to questions.
  - d. Errors and Omissions Insurance Policy and Bonding of Treasurer Charlie has confirmation that RI's E & O applies to WESSEX Board members so Junso said there is no need to have a separate E & O for the Directors.
7. Report on 2011 NAYEN Sacramento Conference Hosted by WESSEX – Junso Ogawa  
General consensus was very positive. Their was concern that the cost for the Hyatt was going to exceed projections. Got strong value for what was paid. Access by vendors to food area was good. Food cost was much less than anticipated. Returned almost \$15,000 to NAYEN. Initially trouble with Registration but it got worked out. The \$2500 approved at February meeting for overage was not needed  
Woody had a question about E & O for those in Canada. Charlie says the E & O applies to US only. Hence may need E & O for those from Canada on board in Canada. Junso suggest Tom pull will ID carrier. Charlie suggests Lockton is the carrier for RI, and do a rider on existing policy. Contact Risk manager. Lockton.org
8. WESSEX Youth Exchange Program Audit
  - a. Status of 2010-11 Audit by Levy & Powers, Inc. – Chairman Charles D. Kelly spoke of this issue as a bumpy road.  
Charlie conversation with by Mike, Mike has not had a conversation in the last 3 months. Audit has request carte blanche access. Mike can track last login. Charlie says that we are continuing with the audit process. Becky wanted to know if the results of the audit will be shared with all members. Charlie confirmed that it will go to all members. Charlie learned that the auditing will have at least one sampling form each

district. The blind sampling will sample without regard to district. Charlie says that we have about 520 in and outbound students.

- b. Proposal for 2011-12 Audit by Mowat Mackie & Anderson – Michael J. Cloutier says that 1 district may not show up on this report.

Charlie says Mike has identified a change in audit firm. Mike says they don't care if it is a Rotarian does the audit just as long as that Rotarian is not involved in RYE. The incoming President of the Oakland Rotary Club has offered to the audit. Mike says that he has gotten an offer to get the audit done this year if Des powers may fall on sword. Sample size is 26 inbound 26 outbound. Junso says that the last he heard was a cost of \$11,000 to \$15,000. Is there a revised figure? Mike, says yes at about \$8500. Approve by RI and CSIET. Junso motioned to make a final negotiated contract for 2011-12 2<sup>nd</sup> by Sam. Junso requested to amend his motion to suggestion cap to maximum expenditure for the audit to \$10,500, accepted by Sam. Charlie suggests a performance clause by (Mowat Mackie and Anderson) but did not require that it be included in the motion. The motion carries with none opposed.

#### 9. Council on Standards for International Educational Travel (CSIET)

- a. Membership Status Charlie / Junso suggest that we maintain our membership in CSIET.

- b. Annual Conference – October 26-30, 2011, Seattle, Washington

CSIET Conference in Oct 25<sup>TH</sup> to 30<sup>th</sup>. The member cost (which we are a member) is for \$575, hotel room \$215/night. Junso's recommendation to the board is that we have at least one person attend and have it covered. Recommend the coverage of registration and hotel bill. Roger asked if anybody from Seattle could go and attend and save the WESSEX the hotel & air expense. Junso said WESSEX pay registration fee. Junso suggest that someone from the executive committee to go because the communication between WESSEX and CSIET is through the WESSEX executive committee. Roger was asked his opinion on that option. Roger doesn't think it that critical that it be someone on the executive committee. But does think it should be attended by someone. Junso calls for motion. Becky wants to know what member is local to Seattle. District 5030 is local but it isn't a member of WESSEX at present. Roger suggests that the same person not go every year. Roger motions to send someone and cover registration air and hotel and is open to cover up to \$2500? Junso: not factored into budget. Roger suggests a year by year budget. Roger motions a cap to \$2,000 for 3-4 nights with registration, hotel, airfare (perhaps if some one has air mileage they could use that), expenses should be covered for some one from the executive committee to go. If the cost are different that what was spent then it could addressed at a future meeting. A 2<sup>nd</sup> was made by Mike Cloutier motion and the motion carries with no opposition.

#### 10. Committee Reports

- a. Update of By-Law Revision Committee – Junso Ogawa

Junso: Revised by-laws have not been done in many years and revision was needed. Mike helped, Roger helped a great deal and an attorney Junso consulted on a pro-bono

basis from Junso's Club and arrived at final proposal. There was a comment regarding that we revise the wording to make it gender neutral. Charlie observed the term of office "each" in the Secretary and Treasurer. Mike Bury suggest the word Rotary in the WESSEX title so that those (in high schools may) not be familiar with it would then know of its association with Rotary. A solution was made that that change could be remedied through the modification in the articles of incorporation. Charlie thought there could be an issue with CSIET. Charlie suggests email vote since we lack the 21 day advance notice. District Chair's responsibility to notify the Secretary Charlie confirmed that an email vote will be pursued. There was a question of about having defined list of voting members and there does exist a list of voting members on the roster. It is each districts responsibility to notify the secretary of changes to their district so that an accurate record can be maintained in the roster. Roger had to leave for a funeral.

- b. **Standardization of Training Committee – Michael J. Cloutier** working with Dennis White on training. The training is complete and it will be unveiled at the youth exchange pre-convention. The training has been completely integrated with the WESSEX system. Some members districts who were using new media learning system would change to WESSEX change. This will replace new media learning. Should there be separate modules base on roles? It has gone through it's 33<sup>rd</sup> revision. Youth Protection awareness taken out of the certification side. May still call Youth Protection awareness, versus Mark suggest to differentiation of title of courses. DoS course by Train Caster any user is updated into WESSEX. Sally's update didn't happen due to some unrecognized characters in the spelling of her name. That caused the problem with her effort. Volunteer has to choose it in order to meet their requirements. User must log in with their User name and password. The results of the test are then fed back into the system.

#### 11. Report by Responsible Officer – Michael J. Cloutier

- a. **New Department of State Regulations Compliance, new DoS regs** were a big change this year. They are photo of homes for the HF's, requirements for annual screenings of HF members and Rotarians who are involved in the system. This means that reference checks have to be done annually for HF and all Rotarians using the system. Background checks are required annually. Even those who are using Life Scan are not adequate. Use life scan or change systems. Mike in 5170 are staying with Livescan for the initial screening because it is head & Shoulders better. Hire another organization to do subsequent background name & SS checks. These are no where near as thorough as livescan. NSOR (National Sex Offender Registry) done annually for HF and HF application has to be validated annually that it hasn't changed. Any change in the family situation (i.e. member reaching age 18). Also looking for any change in the family condition. Junso: Is there a form for that purpose? Mike: Form update was completed by Del Rankin. May download the old application and ask the family member to update and initial changes and then re-upload it. The other change is the newly required training for the local area coordination which is what users of WESSEX system are. Users are requires to be trained annually. Junso: how does anyone know if the some one has taken the test and gotten certification? Every district has complete visibility of its "Users". If a user is red that means that they haven't done training in the last 365 days.

The DoS will turn user red if not done or renewed annually. Becky: Does this just apply to the US side (not Canadian) of WESSEX? Mike: Yes. If there are issues with Canadians being red due to DoS issues, let him know.

HF form now requires 2 separate visits from 2 different Rotarians to visit HF home. 2<sup>nd</sup> visit is suppose to be within 60 days of the students move into the home. No app should go to HF until completely screened and vetted. This includes background check. Charlie, says no placement until HF vetting and completed app. The student application may not be revealed only the name and country of the student.

- b. New California Immunization Requirements, provided by Mike to attach to the minutes. TDAP applies to Pertussis immunization. Mark says that Pertussis is not listed on the CDH form. California form may not show that it is required. Mike suggests that the TDAP form be attached to the inbound forms.
- c. Policy on Issuance of DS-2019 for 2011-12. Mike says request process is now automated. So that when all of the information is in the system there is a “button” to push to send a DS-2019 request to the appropriate ARO. Task also involves the uploading of the passport and student application into the system so it will make it easier for the ARO to review in the WESSEX and make the DS-2019 issue. Junso: How long is the process take? Junso says process is taking 3 weeks. No response to Junso’s question that I could tell.

12. Report on WESSEX Database – Michael J. Cloutier major rewrite went out. Have had little feed back. Using 2011 program year will assure that it will be blue. Important to put in student for program year. It is critical. If you enter students in and didn’t enter the correct program year then you won’t see the student.

- a. Updates to Database, Charlie any revisions on the horizon? NO. Mike: Well, yes It is critical to pass along the updates to the users. There will be a form that describes the changes to the system. It is imperative that the District chairs pass along the changes to all members in the district that need to know about it.
- b. District Training Program – Districts 5230 Already Conducted. Mike went to Junso’s district, ½ day session. Big positive impact. Mike offering to help others, just let him know. Charlie: Mike is volunteering his time but he does need his expenses paid.
- c. Establish IT Committee Charlie: Mike has Del Evonne, and ? providing input. Purpose to smooth changes to users. Establish a committee and are looking for volunteers. Suggesting a committee of at least 3 people. Junso makes the motion to establish the committee, Charlie to serve as the Chair, Sam 2<sup>nd</sup> with Mike C (committee) and another (Becky and Tom Martin and Mark as non-techy members). Motion carries with no opposition. Mike say Del wants to be part of this committee.
- d. Use of WESSEX Database by Districts Other Than WESSEX Members: Charlie why differentiation? Non-members are using the Dbase and not paying. Junso: 3 or 4 non-members are paying all the fees that the members are paying. Charlie: but what about other non-member multi-districts? Mike originally created for tracking the training and certification in all Rotarians for all Rotary youth programs. Roger asked to have it expanded it out to others.
- e. Use of WESSEX Database for Interact and RYLA Programs

- f. Assess Dues and Fees for District 5190 Junso: 5190 using but not paying. Used it to pass their audit. Hence 5190 should pay the same fees that everyone else pays. Junso motion to request that they owe for the current fiscal year for the fees including administrative costs: Tom: It is his impression that as a member he pays x amount per student plus start up costs. Junso: there are 2 fees flat of \$250 membership regardless of students then \$75 per inbound student. Junso: Motions to send 5190 an invoice for # of inbound students they have. Motion Seconded by Tom Martin. Mike: for a District like 5190 where they have their own ARO should pay relative to their use of the database. Mike has a concern about getting weighted down with tracking the number of student in the system for fee assessment purposes. John Carr: how do you differentiate a district like 5190 with 8 or 9 students versus a multi-district that could have 15 districts and an associated number of students.
- Junso spelled out the cost of for the \$75/student as \$3.50 for DoS, \$43.50 for Audit, \$8 for CSIET?, \$20 of Admin. Mike suggested we charge \$1,000 for a multi-district without the need for the treasurer to get the detail related to the number of students.
- Charlie brings the conversation back to the motion to charge 5190 for this year's cost. Becky brings up the issue of charging them at the end of the fiscal year versus starting the charge for the future year. Charlie says that 5190 is expecting to be billed. There was no opposition to billing 5190. So the motion carries to bill 5190 consistent with what other districts pay the use of WESSEX and no there was opposition to the motion.

13. Report on WESSEX Hosted Trips – Roger L. Coate

- a. Financial Report
- b. Hawaii Trip in March
- c. Western Safari Trip in June/July 2011

14. Appointment to North American Youth Exchange Network Board of Directors: Junso members allocated by multi-districts. WESSEX, has two directors: Maureen Consodine, and Sam Wheeler. Roy had been recently died on the way to the NAYEN conference.. Sama ds will be leaving and needs a replacement. Conversation with Woody. Replacement should come from southern area. WESSEX Directorship position: Woody would need to make a decision by July 1<sup>st</sup>. Becky motion appoint Junso, second by Sam. Motion carries no opposition.

15. Election of 2011-12 Officers Becky moved and Tom Martin carries, no opposition.

- a. Chairman, Junso Ogawa, 1 year
- b. Secretary, John Carr, 1 year, unlimited
- c. Treasurer, Tom Ogden, 1 year, unlimited

16. Proposed WESSEX Board Quarterly Meeting Dates for 2011-12

- Saturday, September 17, 2011, Charlie, suggesting future meetings by web. Location TBD, Becky Dist. Conference. Charlie suggests that there should be sent a rep.
- Saturday, December 3, 2011
- Wednesday, February 29, 2012 or Thursday, March 1, 2012 – NAYEN Conference
- Saturday, May 12, 2012

Motion Tom M, John C second

## 17. Any New Business

Charlie IT what we charge to districts as non-members , Mike C suggests \$1,000 annual flat fee because we don't have to monitor student #.

Junso, server owned by 5170 that has back up managed by Pete's Coffee. Should we allocate a reserve fund as a backup there will be a cost of ?

There is a back up to another server if Peets decided not to host. Mike suggests that if another server to buy a replacement of \$8,000. A redundant system would cost 2 or 3 x's the current student cost. Charlie suggests a contract and compensation for Mike C.

Charlie suggest that the cost of RYLA and short stay and others considered.

John Carr makes Motion outside districts pay \$1,000 user fee per district per year. Mike seconded motion. Motion carries with no opposition.

Mike prepare CSIET but not RI, which focuses on in and out as well as short term. System not ready but will ultimately be developed to be accommodated. New generation has no audit at present.

Junso spent \$3500 in development cost so far this year for programming.

Spreadsheet options goes to IT committee as well as Mike C's contract.

IT meeting to follow per Charlie.

Junso budget, \$8 for CSIET for in and out dues. He was thinking of reducing fee by \$90 from the \$200 fee. Recommendation keep dues at \$200 and the \$8 for database maintenance.

Junso motions to keep \$200 and JC second. Motion carries no opposition.

Junso CVIS fee ?

Junso DofS fee \$1748 to \$2700, suggest that he we absorb costs.

## 18. Adjournment