

W E S S E X

WESTERN STATES STUDENT EXCHANGE, INC.

Minutes – Board Meeting – December 3, 2011

Office of the Rotary Club of Sacramento
355 Commerce Circle
Sacramento, California 95815

Chair Junso Ogawa called the meeting to order at 10:07AM.

Junso conducted a roll call of the members who were participating via the Telephone Conference Link. Those present, either in person or via telephone were:

Junso Ogawa – Chair – 5320
Thomas Ogden – Treasurer – 5320
Hal Shipley – Acting Secretary - 5180
RO Michael Cloutier- 5170
Thomas Martin – 5010
Becky Fountaine – 5020
Paul Booth – 5030
David Nelson – 5080
Charles Kocher - 5110
Charles Kelly – 5130
Glenda Sales - 5130
Mark Flegel – 5150
Michael Bury - 5160
Evonne Hopkins – 5170
John Carr – 5180
David Shaw – 5400
Tom Rosenthal - 5400

At the start of the meeting, Junso announced that John Carr had been appointed the YEO of District 5180 and that he had resigned his position as Secretary of WESSEX. He explained that Hal Shipley would be sitting in as his replacement for the day. Junso then asked the members participating to recommend a replacement or to apply for the position. No one made an immediate offer.

It became immediately apparent that the communication system would not work as planned and it was necessary for the members present to sign on the telephone link in order to hear the

two-way conversations. The secretary was unable to hear all of the conversations and these Minutes will undoubtedly reflect that fact.

Junso asked for and received a motion to approve the Agenda. The motion carried.

Junso announced that Rotary International had approved the addition of District's 5050 and 5100 to WESSEX.

Junso then asked for a motion to approve the Financial Statements. Mike Bury asked for a clarification of one of the revenue items listed under the Responsible Officer Revenue category and obtained a satisfactory response from the treasurer, Thomas Ogden. **A motion was made to approve the Financial Statements and it carried.**

Junso Ogawa discussed the WESSEX policy of providing financial assistance to the Board members who attended the NAYEN Conferences. After a brief discussion, **a motion was made to provide a total of \$600 to help off-set the travel expenses of the Executive Committee to attend the upcoming Anchorage Conference. The motion carried.**

Junso stated that he had attended the CSIET Conference and had the opportunity to speak with the Secretary of State's representative, Dr. James T. Alexander, relative to the comments of vetting Host Families, Rotary Counselors, RYE Committee members and others who are routinely involved with the Exchange Students. Junso came away from the conference with the conclusion that vetting of occasional contacts was unnecessary. If a person was to lend a hand on a one-time basis to assist a student, that would be acceptable. Mike Cloutier, the RO disagreed. Mike Bury commented that the occasional contact should be acceptable and that in all likelihood it would happen anyway.

Mike Bury moved that the policy of WESSEX not require the vetting of an occasional participant. After considerable discussion and comments that each individual district had their own policies that a WESSEX policy was not necessary. Junso stated that the districts could have a more restrictive policy than WESSEX and that would be acceptable. **The vote was called and carried with one nay and one abstention.**

Junso reported that the 2012 CSIET Conference would be in Alexandria, Virginia and that they had a website with a Members Only section. The login required is: Users name – Member, Password – Exchange.

Junso announced the current results of the internal Youth Exchange Program Audit which requires a passing standard of 85% has 10 districts in compliance and 6 out of compliance. He stated that if you haven't received a letter from him, you are in compliance. Junso indicated that Levy & Powers, Inc. has not completed the audit for 2010-11 and will work to have them complete the audit as quickly as possible. Mowat Mackie & Anderson was selected as the firm to complete the 2011-2 program audit with the results to be submitted on later than February 1, 2012. Junso mailed a copy of the completed contract to all District Chairs.

Junso discussed the need to continue in establishing standardized training efforts and stated that our Training Chair needed additional volunteers. Mike Bury and Glenda Sales each volunteered to assist. Junso iterated the necessity to set minimum standards for the Inbound

and Outbound orientation training. He stated that the on-line Host Family Orientation has not yet been scheduled but someone commented that it may be launched in February 2012. Junso stated that work has begun on a WESSEX Admin Users Manual.

Mike Bury recommended that the training syllabus be sent to all District YEOs. Their buy-in is important. Mike also commented that his District, 5160 has recently revised their Inbound Orientation Handbook and it can be made available electronically.

During the RO's report, it was stated that in order to issue DS2019's a district needed to be in compliance by 85%. Mike Bury commented on the timing of exchange commitments. He stated that he had already made commitments for next year and that at least one country wanted to have the exchanges ready at least a year in advance.

Junso indicated that each of the AROs will have an ARO as a backup. He also recommended WESSEX have a Chair-Elect or Vice Chair elected to be on board to act in behalf of the Chair in his absence and enable a smooth transition from one WESSEX Chair to the next. Constant discussions between the Chair and the Chair-Elect or Vice-Chair would better prepare the Chair-Elect or Vice-Chair to assume the duties and responsibilities of WESSEX Chair.

Mike Bury moved to amend the bylaws, if necessary to allow for a Vice Chair. The motion was seconded, voted on and carried.

Junso stated that one of the biggest challenges to District Chairs is adequate funding for their programs and recommended WESSEX conduct a survey to determine how districts fund their programs. Once the survey is completed and analyzed, a copy of the report would be distributed to all participating districts. **It was moved to authorize Junso to conduct a survey of how member districts are funding their youth exchange programs and whether or not they are utilizing paid staff to administer their youth exchange program, seconded, voted on and approved.**

Junso indicated that he would have a survey out to the District Chairs in about two weeks.

Roger Coate was not present to discuss the WESSEX Hosted Trips but Junso reported that the policy and procedures for handling violations of the Rules and Regulations during the trips had been revised. One of the changes include a "Conduct Contract" that the students will be required to sign. Glenda Sales commented that she would be chaperone on the Hawaii Trip and that she would be reporting back to the Board at the end of the trip.

Charlie Kelly reported that the WESSEX Data Base was donated to WESSEX by Mike Cloutier and that the e-Bridge data belongs to the districts. He also stated that no compensation for the development of our Database Program had been requested, that Mike Cloutier has donated it to WESSEX, but for the future management, changes or updates, WESSEX should expect to go out for bid. Charlie further stated that there had been an estimate of \$100,000 to completely develop a new database and that another estimate to provide upgrades had been projected at \$30,000. There was a concern relative to handling the data base should an emergency preclude Mike Cloutier for doing so. It was reported that Mike did have a backup, Paul Tong with Peets and Jim with Moosepoint. Charlie Kelly further stated that some of the upgrades that should be

considered would be to improve the users' ability to collect information. Junso suggested the IT Committee develop the upgrades in priority order to allocate Reserve Funds to pay for the upgrades. Junso recommended that WESSEX should continue to use this database for the next 18 months and not consider using a database provided by another vendor.

Mike Bury moved to stay with our current data base for the next 18 months. The motion was seconded, voted on and carried.

The next WESSEX meeting is to occur at the NAYEN Conference in Anchorage. Exact time to be announced.

There being no additional Old Business or New Business, the meeting was adjourned at 11:55AM.

Acting Secretary

Hal Shipley

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