



# **WESSEX**

## **Western States Student Exchange, Inc.**

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FRESNO, CALIFORNIA 93729-7663

**Board of Directors Meeting Minutes**  
**Thursday, March 1, 2012 at 8:00 PM, Alaska Standard Time (9:00 PM PST)**  
**Hotel Captain Cook**  
**939 West Fifth Avenue**  
**Anchorage, Alaska 99501**

### **Meeting Minutes**

Junso Ogawa, Chair, called the meeting to order at 8:03 p.m., Alaska Standard Time.

Junso Ogawa, Chair, announced that the Secretary position remained open, but that Michael L. Bury, had agreed to act as the Interim Secretary.

Michael L. Bury, Interim Secretary, conducted a roll call of the members who were participating in person or via telephone. Those present either in person or telephonically were:

Junso Ogawa, Chair – 5230  
Michael Cloutier, Responsible Officer – 5170  
Michael L. Bury, Interim Secretary – 5160  
Charles Kelly, Immediate Past Chair – WESSEX – 5130  
Thomas S. Ogden, Treasurer – 5230

Thomas M. Martin – 5010	Amy Carpenter - 5160
Pete Taylor – 5020 (DGN)	Memory Woodard - 5160
Becky Fountaine – 5020	Evonne Hopkins - 5170
Craig Nelson – 5030	Dawn Hopkins - 5170
Richard Defrock – 5060	John B. Carr - 5180
Bob Bechaud – 5080	Jon Green - 5190
Dave Nelson – 5080	Peter M. Golombek - 5230
Duane “Sparky” Vaubel - 5100	Melissa Mears - 5230
Steve Schwab – 5100	Tom Rosenthal - 5400
Charles Kocher – 5110	Roger L. Coate – 5130

Junso Ogawa introduced the following Special Guests who were present:

Katherine “Kate” Hoeppel, RI Staff  
James Alexander, United States Department of State

#### Approval of Agenda:

Junso Ogawa asked for a motion to approve the Agenda. Tom Martin so moved and Amy Carpenter seconded the motion. The motion carried.

#### Approval of Minutes:

Junso Ogawa requested a motion to approve the minutes of the Board of Director Meeting, Saturday, December 3, 2011. Richard Defrock so moved and Charles Kelly seconded the motion. The motion carried.

#### Update on WESSEX Membership Status by Districts (Informational item only):

Member Districts: 5010 – 5020 – 5050 - 5060 – 5080 – 5100 - 5110 – 5130 – 5150 – 5160 – 5170 – 5180 – 5220 – 5230 – 5400  
Non-Member Districts: 5030 – 5190

#### Review of Significant Contact Policy:

Junso Ogawa reviewed the discussion and motion that passed at the last board which established a WESSEX policy that an occasional contact by an adult with an exchange student did not require vetting of the adult and that an individual district is free to establish more restrictive policy for use in their district. Junso asked Kate Hoeppe and James Alexander to comment. Kate reported that the keyword in the RI policy is “significant” contact requires vetting. She would consider insignificant contact to include 1 or 2 contacts per year. Significant contact would be more than 1 or 2 contacts per year and any where there is a supervisory role. A sleep over at a friend of the exchange student’s home would not be significant enough to require a background check. Generally, one-on-one contact should be discouraged. James Alexander concurred with Kate.

Kate Hoeppe was asked if it was okay for one district to report to Rotary International if it believed that another district was violating Rotary International policy and further whether or not such a report would be sent to the United States Department of State. Kate answered that it was okay to make such reports to Rotary International.

James Alexander explained that Department of State has no direct interaction with Rotary International because Rotary International is not a “designated program”. A designated program is either an independent district or multi-district designated as a youth exchange program by Department of State. Reports of violations of Department of State regulations should be reported to Department of State from a designated program.

Kate Hoeppe was asked if Rotary International would decertify a district if there were repeated complaints of policy violations such as forcing families to host if they want to send their own child on exchange. It was noted that this often results in unhappy host families, often results in unhappy exchanges and is a leading cause of early returns. Kate answered

that Rotary International will decertify a district if there are repeated complaints of policy violations made about a district.

#### Approval of Financial Report:

Junso Ogawa distributed a Profit & Loss Budget Performance Report, dated February 29, 2012 and asked for a motion to approve the Financial Report. Tom Martin so moved and the motion was seconded by Amy Carpenter. The motion carried.

#### Committee Reports:

##### A. Standardization of Training Committee Report

Peter M. Golombek reported that a power point presentation had been sent out for review and comment. He asked the board for guidance indicating that he did not want to put more effort into the project if the resulting training was not going to be used. After considerable discussion, Becky Fountaine moved that a list minimal training requirements be developed for Inbound Orientation Training, Outbound Orientation Training, and Host Family Training. Charlie Kelly seconded the motion. Further discussion indicated that these lists would simply be a standardized list of minimal training requirements used in WESSEX and could be provided to an auditor for audit purposes. Individual districts would be free to include other training topics in their training programs. The motion carried.

##### B. IT Committee Report:

Charles Kelly reported that WESSEX owns a copy of the database program known to WESSEX as WESSEX Admin, but that Michael Cloutier owns the database program itself. Michael is marketing the database program to other youth exchange districts. WESSEX owns the data in WESSEX Admin database.

Charles Kelly reported that the copy of the database we know as WESSEX Admin was donated to WESSEX by Michael Cloutier “as is”. Future updates would have to go to bid and be paid for.

Ownership of the server that currently hosts WESSEX Admin database and by other users that Michael Cloutier had given copies of the database program has been in question. Currently, WESSEX is paying Moosepointa \$100.00 per month to store and maintain the server. It has been noted that the server probably needs to be replaced and Junso indicated that WESSEX has already earmarked \$8,000.00 for this purpose. Concerns were expressed about WESSEX paying for a new server and the monthly storage/housing fee for the server with other organizations using it without contributing to the costs. Michael Cloutier indicated that the server was not donated to WESSEX, but rather was donated to Rotary. Also, that if WESSEX purchases a new server, that the WESSEX copy of the database could be migrated to the new server separate of the copies of the database being used by other organizations.

Becky Fontaine moved to approve the procurement of another server by the end of the Rotary year and the motion was seconded by Steve Schwab. The motion carried.

Charles Kelly reported that E-Bridge that currently provided for the uploading, storage and access of our documents does not want a contract and that if we want one we will have to provide a contract for their consideration.

#### Responsible Officer Report:

The 2011-2012 Program Audit by Mowat Mackie & Anderson has been completed as specified by WESSEX and the results have been distributed to the District Chairs. The report was discussed. Biggest area of non-compliance was in the timely reporting of the monthly contacts with hosted exchange students and their host families. There were some findings of counselors and host families that had not been fully vetted and in one case a counselor did not have a background check.

There purpose of the audit was brought into question. There are two purposes. One was to be CSIET listed and the other was to satisfy the requirement for an annual operating audit.

Some districts in the US, particularly in California, have been finding increasing number of school districts requiring CSIET listing before they will accept an exchange student from a program and a growing number of school districts requiring CSIET listing before an exchange student will be allowed to participate in school sports. A concern was expressed that Canadian's should not be subjected to the regulatory requirements of the United States Department of State and that CSIET audit requirements did not benefit them and they should not be subject to the overly burdensome requirements. Junso Ogawa again assured everyone that the Canadian students were not subject to the CSIET requirements. Some district wanted further assurances. Junso Ogawa committed to request a letter from CSIET that the Canadian exchange students are not subject to their requirements. (Note: Michael Cloutier previously reported this to be the case and that WESSEX Admin had been modified such that Canadian exchange could be sorted out for purposes of audits by CSIET.) Because of the late hour, Junso closed discussions regarding CSIET and audit requirements.

It was confirmed that for Program Year 2012-2013 that, for all districts in the United States hosting exchange students, DS-2019's will not be issued until there is a fully vetted and trained Rotary Counselor and 1<sup>st</sup> Host Family fully documented in WESSEX Admin. There is one District that will not be eligible for DS-2019s for the 2012-13 Rotary Year due to lack of compliance in entering information in the WESSEX Admin database. A letter is being sent to that District Chair and District Governor.

Michael Cloutier reported that the annual criminal background checks could be done through Intelli-Corps at a cost of \$4.00 per background check. Further, that they would automatically request authorization to run another check when the annual background check is about to expire.

## Budgeting and Financing of District Youth Exchange Programs:

Junso Ogawa reported that he had recently sent out a survey regarding the budgeting and financing of District's Youth Exchange Programs and that he had received some surveys back. He indicated that he would keep the survey open for a week or so after close of the NAYEN Conference so if a District wants to have their information included in the survey they could get it in. The more districts that participate in the survey the greater the value of the survey. Junso will distribute the survey results to the Youth Exchange District Chairs shortly after the collected data has been compiled.

## North American Youth Exchange Network Report (For Information Only):

1. Junso Ogawa reported that although generally registration fees for NAYEN Conference have been held to about \$350.00, the NAYEN Board has approved registration fees for the 2013 Conference in Orlando, FL:
  - \$425.00 for registering during the 2012 NAYEN Conference
  - \$450.00 after the 2012 NAYEN Conference through November 1, 2012
  - \$495.00 after November 1, 2012

Also, three less meals will be covered by the registration fee.

2. Junso Ogawa appointed Charlie Kelly, and he accepted the appointment, to be the WESSEX Representative on the NAYEN Strategic Planning Committee.
3. Junso reported that he had been appointed to complete Sam Wheeler's term on the NAYEN Board of Directors. WESSEX has two directors on the NAYEN Board of Directors. Maureen Considine is the other Director from WESSEX. The two directors are elected in alternating years to serve two year terms. It is time to elect a director for representative position that Junso has been serving. Junso indicated that he would be willing to continue to serve as one of the representative directors from WESSEX. For the purposes of this election, Junso turned the meeting over to Michael L. Bury.

Charles Kelly moved to elect Junso Ogawa to serve as one the WESSEX representatives on the NAYEN Board of Directors and the motion was seconded by John Carr. Michael Bury asked if there was any discussion. There being none, a vote was taken and the motion carried.

Michael L. Bury, then turn the meeting back over to Junso Ogawa.

## Report by Nominating Committee:

Charlie Kelly reported this year's election of officers will be conducted at the next Board of Director's meeting and the nominees today:

President – Junso Ogawa has accepted a nomination to serve another term.

Secretary – Lee Oelke and Michael L. Bury have expressed interest in serving as Secretary.

Treasurer – Thomas S. Ogden has accepted a nomination to serve another term.

#### WESSEX Board of Directors' Quarterly Meeting Dates for Remainder of 2011-2012:

Saturday, May 12, 2012, Sacramento Rotary Club Office, Sacramento, CA 10:00 a.m. to 1:00 p.m. PDT.

#### Old Business:

- A. Wynn Spiller and Jon Greene, D5190, expressed a concern regarding the security/privacy of personal data in the WESSEX Admin Database. It was explained that security has been built into the database. The database is password protected and user access to information is on a need to know basis. For instance, a club's Youth Exchange Officer and Rotary Counselor only have access to information on the participants in their club's youth exchange program. During the discussion, Jon Greene indicated they were not using the WESSEX Volunteer Affidavit Form (VAF) and the form they are using includes Social Security Numbers, which information had been deleted from the WESSEX Form. There was no further discussion.
- B. Amy Carpenter inquired to how the issue of student's breaking the Rotary Youth Exchange rules during a WESSEX sponsored tour has been addressed. Charlie Kelly reported that there the Student Conduct Contract that tour participants are required to sign has been revised to inform the student that WESSEX has adopted a policy that any violations of the rules will be reported to the District Chair of both their hosting district and to their sponsoring district as quickly as reasonably possible and may result in further disciplinary actions beyond those that will be imposed by the tour operator.

#### New Business:

Due to the late hour no new business items were accepted.

#### Adjournment:

The meeting was adjourned at 10:45 p.m., Alaska Standard time.

Respectfully submitted,

Michael L. Bury, D5160  
Interim Secretary  
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(530) 343-7800

Meeting Minutes Approved:

May 12, 2012

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Interim/Acting Secretary