



WESSEX

Western States Student Exchange, Inc.

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Board of Directors Meeting Minutes
Saturday, May 12, 2012, 10:00 AM, Pacific Daylight Savings Time
Office of Sacramento Rotary Club
355 Commerce Circle
Sacramento, California 95815

Call to Order – Junso Ogawa, Chair, called the meeting to order at 10:08 a.m., PDST

Roll Call

Personally present:

Junso Ogawa, Chair
Tom Ogden, Treasurer
Michael L. Bury – D5160 (Acting Secretary)
John B. Carr – D5180
Lee Oelke – D5180
Jonathon Greene – D5190
Wyn G. Spiller – D5190

Telephonically present:

Michael Cloutier, Responsible Officer
Charlie Kelly, PDG, Past Chair WESSEX, Chair of WESSEX IT Committee
Thomas M. Martin – D5010
Becky A. Fountaine – D5020
Paul G. Booth – D5030
Carter Fjeld – D5060
Gary Schuster – D5060
Robert Bechaud – D5080
Roger L. Coate – D5130
Amy Carpenter – D5160
Evonne Hopkins – D5170
Melissa A. Meers – D5230

Guest:

Rosangela Nicholson, Mowat Mackie Anderson

APPROVAL OF AGENDA

Junso Ogawa asked that the tentative agenda be amended to have Item 10 (a.) (1) and (2), be changed to be the next item on the agenda and asked for a motion to approve the agenda as amended. There was a motion and a second. The motion carried.

AUDIT REPORT

Junso Ogawa reported that the WESSEX did not pass the CSIET Audit standards partially because the audit report was not presented in the CSIET required format. The audit report was reformatted to meet the CSIET audit template, but that WESSEX still would not have passed the audit for purposes of being CSIET listed.

Rosangela Nicholson of Mowat Mackie Anderson reported that the audit this year was based only on the information entered in the WESSEX Database. Some areas in the report can be improved by District uploading the full application for each student and not just the front page. WESSEX has an inbound student check list which was only used by one Districts. If all Districts would use this check list for each student would improve our program audit score. Rosangela reported that WESSEX was probably doing many of the required items in the program audit template on which we were found to be deficient, but the information was not documented in the database (WESSEX Admin). The scope of their contract did not cover a review of additional documentation not in the WESSEX database.

If selected for audit this coming year, Mowat Mackie Anderson has the ability to request additional documentation that is not in the database to show compliance. They can provide an expanded audit with minimal additional cost. The primary costs for greater compliance would be internal. Ms. Nicholson provided a copy of CSIET requirements which Junso Ogawa will distribute.

APPROVAL OF MEETING MINUTES

Junso Ogawa requested a motion to approve the minutes of the Board of Directors Meeting, March 1, 2012. Jon Greene noted that on page 5, third paragraph under Responsible Officer Report, that "Canadian's" should not be possessive and the minutes amended to "Canadians". Thomas Ogden moved to approve the minutes as corrected and the motion was seconded by Becky Fountaine. The motion carried.

APPROVAL OF FINANCIAL REPORT

Thomas Ogden, Treasurer, presented a 2011-2012 Year to Date Financial Report, dated May 9, 2012. Junso Ogawa requested a motion to approve the Financial Report. After some discussion, Lee Oelke moved to approve the Financial Report and the motion was seconded by John Carr. The motion carried.

REPORT ON THE COUNCIL ON STANDARDS FOR INTERNATIONAL EDUCATION TRAVEL (CSIET)

Junso Ogawa reported that WESSEX is a member of CSIET however; we are not CSEIT “listed” because our audit did not show that we were in full compliance with requirements for listing. Junso requested a motion for WESSEX’s continued membership in CSIET. This led to considerable discussion.

Several member districts, particularly those districts that geographically cover both Canadian and United States territory, expressed disfavor with continued membership in CSIET because they again put forth that CSIET was adding increasingly onerous requirements which absolutely should not apply to their Canadian students.

Some districts in the United States reported that school districts in their districts were requiring CSIET listing before they will admit an exchange student. Some districts also reported that CSIET listing increasingly being required for exchange students eligible to play in high school sports. It was noted that sports is a big part of the culture in the United States - especially in high school.

Junso Ogawa again reported that the Canadian students are not subject to the CSIET requirements and WESSEX Admin segregates students by country. It was noted again that CSIET does not impose the requirements, but rather they are those of the United States Department of State for all long-term exchange programs for secondary schools in the United States and are subject to audit by both Rotary International and the US Department of State. CSIET and WESSEX Admin are tools to aid in achieving and being able to document compliance with the regulations. Junso reported that WESSEX is a recognized Multi-District by Rotary International and as such is responsible to assure that its members are in compliance with Rotary Requirements for the Youth Exchange Program which include complying with all local laws and regulations for youth exchange programs. Further, that other methods can be used to assure and document compliance. Junso invited districts to submit suggestions as to more efficient and cost effective ways to fulfill its obligation to Rotary International to assure compliance with regulations.

A concern was expressed that CSIET has a set of ulterior motives to include enriching the governing panel. No basis was presented to justify this concern. It was noted that that CSIET Board is believed to serve without compensation.

Concern was expressed that it appeared that some districts seemingly are willing to eliminate youth exchange programs in other districts just because they are frustrated with the methods that WESSEX is currently using to meet its obligations to assure regulatory compliance. They appear quick to blame WESSEX Admin and CSIET for the regulatory environment we have in the United States for which neither is to blame.

It was noted that should WESSEX achieve CSIET listing status, that all districts would benefit from being able to use the listing to market their programs whether or not they were in compliance or not. This would be true of any youth exchange program. Some geographical areas that were not fully in compliance possibly could benefit from WESSEX being listing. Should WESSEX achieve CSIET listing status it still would have responsibility to assure

regulatory compliance of all its member districts and it was concluded that this is not a valid reason to not pursue CSIET listing.

There was a discussion that many districts do not have a requirement to be CSIET listed and they should not have to help bear the costs of the audits necessary to obtain listing status. WESSEX is subject to audits by both the U. S. Department of State for exchange students coming to the United States and also by Rotary International for all its members exchange students. WESSEX Admin is designed to be a tool to facilitate monitoring regulatory compliance and to facilitate regulatory audits of Rotary International and the U. S. Department of State. WESSEX will continue to be responsible to assure regulatory compliance through verifiable documentation whether or not it seeks CSIET listing.

Michael Bury moved for WESSEX to continue its membership in CSIET another year and the motion was seconded by Lee Oelke. A roll call vote on the motion was requested and the vote was as follows.

	<u>For</u>	<u>Against</u>
Michael Cloutier, R/O	1	
District 5010	1	
District 5020		1
District 5060	1	1
District 5080		1
District 5130	1	1
District 5160	2	
District 5170		1
District 5180	2	
District 5230	2	
TOTALS	<u>10</u>	<u>5</u>

The motion carried.

RATIFICATION OF EXECUTIVE COMMITTEE DECISIONS

Junso Ogawa reported that there were no executive committee decisions to be ratified.

COMMITTEE REPORTS

STANDARDIZATION OF TRAINING COMMITTEE

Junso Ogawa noted that at the Board of Directors Meeting, March 1, 2012, the training presented by the committee was to be a resource to member districts and would provide only a minimum standard for member districts. Having a set of standardized minimal training requirements facilitates the audits of our program. Rather than each individual district having to document, and provide copies of all their training materials each year, the WESSEX Minimal

Training Standard can be used to meet the audit requirement for verifiable documentation of required trainings.

Becky Fontaine moved on behalf of the Standardization of Training Committee that the committee be directed to proceed with developing additional standards of minimal training to meet the requirements to provide Inbound Orientation, Outbound Orientation, and Host Family Orientation.

Tom Martin offered a friendly amendment to include creating an Ad Hoc Committee for this purpose. It was noted that there already was an Ad Hoc committee so the friendly amendments was withdrawn.

The motion carried. There were two no votes.

IT COMMITTEE REPORT

Charlie Kelly, Committee Chair, moved on behalf of the committee that the WESSEX Technology Backup and Succession Planning Document be approved as guidance to and use by the committee.

It was noted that the document had been provided ten days prior to the board meeting, however many members reported not having seen it until shortly before or the day of the board meeting.

The motion carried.

Charlie Kelly reported that although procurement of a new server had previously authorized that the committee would like to explore options, such as server versus utilizing “cloud” and requested on behalf of the committee that procurement of a new server be deferred for a recommendation of the committee. The motion carried.

Charlie Kelly reported that the committee felt there was an urgency in implementing the Technology Backup and Succession Plan and moved on behalf of the committee that the committee be authorized, with executive committee approval, of up to \$5,000.00 for implementation of the plan. The motion carried.

REPORT BY RESPONSIBLE OFFICER

The conduct and results of the 2011-2012 program audit was covered above under AUDIT REPORT.

Michael Cloutier reported that over 200 DS-2019s had been earmarked for WESSEX members this year. Everyone was reminded that DS-2019s will not be issued this year until the student’s Rotary Counselor and 1st Host Family are fully qualified and documented in WESSEX Admin.

Michael Cloutier and Junso Ogawa also reported that the realignment of the Assistant Responsible Officers (AROs) had been accomplished and that the realignment primarily affected Districts 5020, 5030, and 5050. The realignment better distributes the workload amongst the AROs. Additionally, every district is now assigned a backup ARO. It was requested that each of the Districts be notified as to who is their ARO and backup ARO.

COMPLIANCE WITH CERTIFICATION DOCUMENTS AND ROTARY CODE OF POLICIES BY CANADIAN ROTARY CLUBS

This item was tabled to future meeting due to time constraints.

BUDGETING AND FINANCING DISTRICT YOUTH EXCHANGE PROGRAMS

This item was table to future meeting due to time constraints.

REPORT OF WESSEX HOSTED TRIPS – Roger L. Coate

The Western Safari Trip currently has 57 exchange students, from 10 districts and 21 countries participating. There are 3 students on the waiting list.

The Hawaii trip was a success. 44 exchange students from 20 countries participated. A final accounting of the trip is not yet available.

Implementation and use of the new “Conduct Contract” has been a success.

In the past, the monies for the WESSEX hosted trips have flowed through Roger’s wife’s client trust account she uses in her travel business. A WESSEX account for the hosted trips is being opened and all monies will now be handled separately through that account. Currently, there is an operating balance of \$92,431.55 and a reserve balance of \$12,517.51. Most of the operating balance will be consumed during this year’s Western Safari Tour.

ELECTION OF WESSEX OFFICERS 2012-2013

For the limited purpose of the election of officers, Junso Ogawa turned the meeting over to Roger Coate.

Chair – The only candidate nominated was Junso Ogawa. Junso Ogawa was elected unanimously

Treasurer – The only candidate nominated was Thomas Ogden. Thomas Ogden was elected unanimously.

Secretary – Lee Oelke and Michael Bury had been nominated. Lee Oelke acceded to Michael Bury to be Secretary. Michael Bury was elected unanimously.

Responsible Officer

Roger Coate moved that Gary Schuster be elected to replace Michael Cloutier during the coming year as the Responsible Officer with the transition to occur at the mutual discretion of Michael Cloutier and Gary Schuster once Gary has been adequately trained. Thomas Ogden seconded the motion. The motion passed unanimously.

WESSEX QUARTERLY BOARD MEETING SCHEDULE FOR 2012-2013

The following WESSEX Quarterly Board Meeting Schedule for 2012-2013 was adopted after some discussion.

- Saturday, September 29, 2012
- Saturday, December 15, 2012
- Friday, February 15, 2013 (Tentative) –During NAYEN Conference
- Saturday, June 15, 2013

OTHER BUSINESS

A question was raised whether or not the WESSEX Directors were covered by the Rotary International Insurance Policy or whether WESSEX and/or its member districts should procure liability insurance for their respective board members. There is a belief that the Rotary International insurance policy does cover also of us, but Junso Ogawa will double check and inform the membership.

ADJOURNMENT

Junso Ogawa adjourned the meeting at 1:24 p.m.

Respectfully submitted,

Michael L. Bury,
Interim Secretary