



WESSEX

Western States Student Exchange, Inc.

POST OFFICE BOX 27663
FRESNO, CALIFORNIA 93729-7663

Board of Directors Meeting Minutes - DRAFT
Saturday, December 1, 2012, 10:00 AM, Pacific Standard Time
Office of Sacramento Rotary Club
355 Commerce Circle
Sacramento, California 95815

CALL TO ORDER – Junso Ogawa, Chair, called the meeting to order at 10:07 a.m., PST

ROLL CALL

Personally present:

Junso Ogawa - Chair
Michael L. Bury – Secretary, D5160 Representative
Thomas Ogden – Treasurer
Michael Cloutier – DoS Responsible Officer
Charles Kelly – Immediate Past Chair, D5130 Representative

Telephonically present:

Thomas M. Martin – D5010
Sally Saddler – D5010
Craig Nelsen – D5030
Geoffrey Owen – D5030
Gary Schuster – D5060
David Nelson – D5080
Duane “Sparky” Vaubel – D5100
Charles Kocher – D5110
Mark A. Fiegel – D5150
Amy Carpenter – D5160
Evonne Hopkins – D5170
John Carr – D5180

Quorum - (20% of Board Members eligible is required for a quorum):

15 of 33 Board Members eligible to vote (45.4%) were present (D5180 currently has only one appointed representative and only two officers, Junso Ogawa and Thomas Ogden, are not also District Representatives.) (10 of 16 Member Districts were represented.)

APPROVAL OF AGENDA

Thomas Martin moved to approve the Agenda and Charles Kelly seconded the motion. The motion carried.

APPROVAL OF SEPTEMBER 29, 2012 MINUTES

Charles Kelly moved to approve the September 29, 2012 Meeting Minutes as submitted. Thomas Ogden seconded the motion. No changes or corrections were noted. The motion carried.

APPROVAL OF FINANCIAL REPORTS

Charles Kelly moved to approve the Financial Reports, dated November 28, 2012, as submitted. Mark Flegel seconded the motion. Thomas Ogden reported that the districts have not been invoiced for this year, that they will be soon, that the \$4660.00 fine paid to Department of State (Account 7010) will be reimbursed by the district incurring the fine, and with receipt of these payments that the net balance on the Profit and Loss will become positive. The motion carried.

RATIFICATION OF EXECUTIVE COMMITTEE DECISIONS

Junso Ogawa reported that there were no executive board decisions since the last board meeting requiring ratification.

COMMITTEE REPORTS

A. Standardization of Training Committee – Junso Ogawa tabled this item to the next meeting.

B. IT Committee Report – Charles Kelly and Evonne Hopkins

Many of the database upgrades previously budgeted have been made and implemented in the past few weeks. There are five additional upgrades that have been requested and approved through the IT Committee which are near completion and will be launched shortly. These changes have already been billed and paid. It was noted that the cost of the changes did not come in as originally envisioned in the total of \$5,400.00 budgeted, but that overall they came in within budget. Michael Cloutier reports that five changes are currently being worked on and will be accomplished within the \$5,400.00 budgeted for IT this year. The changes are as follows.

1. Simplifying documenting a volunteer in multiple clubs.
2. Ability to upload Training Attendance Rosters and Training documentation and have individual training records updated in mass.
3. Method for uploading exchange agreements between trading partners.

4. Age calculator to be modified to not only calculate age as of today, but also date the individual turns 18 ½ years old.
5. Ability to better clarify document type of miscellaneous documents being uploaded into WESSEX Admin.

One of the changes requested was to limit the ability to delete records. The delete function has been limited to just four individuals. One reason was that some valuable information had been deleted and also because of the requirement that records be maintained for at least three years. Once these documents are uploaded into WESSEX Admin they are being maintained to meet the required retention period.

The IT Committee received some of the deliverables requested in the Technology Backup and Succession Planning Document a couple of days ago and some more today. The IT Committee will be reviewing these deliverables and will be evaluating where we stand in our Technology Backup and Succession Planning.

The Site documentation, request #16 in the Technology Backup and Succession Planning Document has been provided. The IT Committee will be verifying with Michael Cloutier the “User” roles and levels of access. It was noted that once the site documentation has been verified, that it will provide an excellent resource for development of a comprehensive user manual for WESSEX Admin database.

RESPONSIBLE OFFICER REPORT – Michael Cloutier

- a. Recent and planned database updates – See IT Committee Report above.
- b. Recently there has been a high turnover of Assistant Responsible Officers (ARO) and an incident involving of our member districts brought to light a weakness in our procedures as pertain to the training of our AROs. In the past we relied on the out-going ARO’s to train the incoming ARO. In the future, the Responsible Order (RO) shall have responsibility for the training of new AROs. It was discussed that the initial training needs to be in-person and that we will need to budget a travel budget for ARO training.
- c. Recently WESSEX Admin database training was provided to D5100. Duane “Sparky” Vaubel reported that 12 individuals were trained and that it went well. Michael Cloutier will be providing similar training to D5110 this weekend. There was a discussion regarding utilizing technology to provide user database training. The consensus was that there is a need and real benefits to the initial training in database being in-person. There was also a consensus that technology could be used effectively for update/refresher training.

REPORT ON WESSEX HOSTED TRIPS

No report due unavailability of Roger Coates. There was discussion that a decision needs to be made at our Orlando meeting on a successor to Roger Coates as the WESSEX Hosted Tour Coordinator.

BY-LAW CHANGES (References are to the “red-lined” Amended and Restated 2011 By-Laws, approved September 17, 2011.)

1. Changes to Section 3.01 – Michael Bury moved to amend the By-Laws as proposed amended to delete “the Responsible Officer,”. Thomas Ogden seconded the motion. The motion carried.

2. Changes to Section 3.07 – Michael Bury moved to amend the By-Laws as proposed amended to delete “the Responsible Officer,”. Thomas Ogden seconded the motion. The motion carried.

3. Thomas Ogden moved to amend the By-Laws to add Ex Officio Board Members – Section 3.08 as proposed. Charles Kelly seconded the motion. The motion carried.

4. Changes to Section 4.01 – Michael Bury moved to amend the By-Laws as proposed amended to delete “the Responsible Officer,”. Thomas Ogden seconded the motion. The motion carried.

5. Changes to Term of Chair and Vice Chair Section 4.02 – Michael Bury moved to amend the By-Laws as proposed amended to delete the last two sentences of the proposed change. Charles Kocher seconded. The motion carried.

6. Changes to Terms of Other Officers Section 4.03 – Thomas Ogden moved to amend the By-Laws as proposed amended to delete “Responsible Officer”. Michael Bury seconded the motion. The motion carried.

7. Changes to Section 4.06 – Charles Kelly moved to amend the By-Laws as proposed. Thomas Ogden seconded the motion. The motion carried.

8. Changes to Section 4.07 – Michael Bury moved to amend the By-Laws as proposed. Charles Kelly seconded the motion. The motion carried.

9. Changes to Section 4.09 – Michael Bury moved to amend the By-Laws not as proposed, but rather to add to the end of the last sentence in the section, “and is responsible for supervision of Assistant Responsible Officers. Charles Kelly seconded the motion. The motion carried.

10. Addition of Vice-Chair Section 4.10 – Thomas Ogden moved to amend the By-Laws to add Vice-Chair Section 4.10 as proposed. Michael Bury seconded the motion. The motion carried.

11. Changes to Section 5.04 – Thomas Ogden moved to amend the By-Laws Section 5.04 as proposed. Thomas Martin seconded the motion. The motion carried.

12. Addition of Electronic Communications Section 5.11 – Michael Bury moved to amend the By-Laws to add Electronic Communications Section 5.11 as proposed. Charles Kelly seconded the motion. The motion carried.

NOMINATING COMMITTEE AND ELECTION OF 2013-2014 OFFICERS

Junso Ogawa announced the appointment of John B. Carr as the Nominating Committee Chair for the election of the 2013-2014 Officers. John Carr is now accepting nominations for all Officer Positions. Please send nominations to John Carr telephonically, by mail, or by email:

John B. Carr
11525 Sutters Mill Circle
Gold River, CA 95670

(916) 501-7451 Mobile phone

j_carr@ml.com E-mail

OTHER OLD BUSINESS – None

NEW BUSINESS

A. There was discussion leading to a consensus that minutes of board meetings should be distributed to the board members within two weeks of the meeting and that Tentative Agenda's should be sent out to Board Members at least two weeks prior to Board meetings.

B. Evonne Hopkins noted that a concern has been expressed that we are not utilizing a secure server for the storage of our records and moved that the IT Committee be tasked to investigate the requirements to make our server secure and be authorized to expend up to \$700.00 (based on input from Michael Cloutier at the meeting who estimated it would take 3-4 hours programming on the server and payment of annual fee of about \$90.00) to obtain a security certificate for our server. Michael Bury seconded the motion. The motion carried.

C. Junso Ogawa noted that a concern has been expressed about the security of WESSEX member communications in that many volunteers in WESSEX use their office email addresses and systems for youth exchange communications. These emails may be stored on unsecure servers and other members of the organization may have access to these emails. With much of the student and host family documents are being sent electronically means that these communications are not secure and puts individual privacy potentially at risk. One suggestion might to explore assigning WESSEX email addresses. Junso asks the Board Members to consider this for future discussion.

PENDING WESSEX BOARD QUARTERLY MEETING DATES FOR 2012-2013:

- a. Friday, February 15, 2013 (Tentative) – NAYEN Conference.
- b. Saturday, June 15, 2013.

ADJOURNMENT

Junso Ogawa called the meeting adjourned at 11:41 a.m., PST.

Respectfully submitted,

Approved:

Michael L. Bury
Secretary