



WESSEX

Western States Student Exchange, Inc.

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Board of Directors Meeting Minutes - DRAFT
Saturday, March 30, 2013, 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.

ROLL CALL

Personally present:

Junso Ogawa - Chair
Michael L. Bury – Secretary, D5160 Representative
Thomas Ogden – Treasurer
Michael Cloutier – DoS Responsible Officer
Renee Hyde – D5130 (Exchange Chair-Elect)
Lee Oelke – D5180
Maggie Hoy – D5180

Telephonically present:

Thomas M. Martin – D5010
Becky Fontaine – D5020
Michael Proctor – D5020
Geoffrey Owen – D5030
Marge Gemkow – D5050
Richard Derock – D5060
Gary Schuster – D5060
Charles D. Kelly – D5130
Mark A. Fiegel – D5150
Evonne Hopkins – D5170
Angie Hassler – D5170
Jon Greene – D5190 (non-voting)

Guests Present:

Kiersten Ellez – Terra North America

Fred Malab – Terra North America

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

19 of 35 Board Members eligible to vote (54.3%) were present. Three officers, Junso Ogawa, Thomas Ogden, and Michael Cloutier, are not also District Representatives.) (11 of 16 Member Districts were represented.)

APPROVAL OF AGENDA

Junso Ogawa requested that tentative item 11. be moved up to the top of the agenda.

Thomas Ogden moved to approve the Agenda as amended and Becky Fountaine seconded the motion. The motion carried.

REPORT OF 2013 HAWAII TRIP

Roger Coate reported that the number of participants was down this year with only 44 students participating. It was a good group this year, a very cohesive group, and the trip proceeded without incident. Kiersten Ellez, Terra North America, was able to participate the first night and one other day during the trip and this gave Roger and Kristen to further evaluate Terra North American taking over the Hawaii Trip. It is expected that the trip will come in within budget. There are a few bills expected to come in still, so a final accounting has not yet been completed.

TERRA NORTH AMERICA AS VENDOR FOR WESSEX HAWAII TRIP

Thomas Martin moved to proceed and contract with Terra North American to conduct the Hawaii Trip on behalf of WESSEX in 2014. The motion was seconded by Lee Oleke. There was some discussion. It was noted that the Terra North American trip is a day longer, but is comparably in price. There is an expectation that the pricing will increase nominally. The biggest influence on cost is airline pricing. The motion passed unanimously.

WESTERN SAFARI TRIP 2013 REPORT

Roger Coate reported that only 40 students are currently registered to participate and that this is down from recent years in which there were typically between 50 to 55 students participating. Lower numbers is probably good because it is expected that this will be a training trip for a new “Wagon Master” (operator) in future years due to Roger’s retirement. Roger proposes that Sergio Sales (Glenda Sales husband) be the new Wagon Master. He has participated in the past as a chaperone. There is about \$66,274 in the checking account and there is about \$13,529 in the reserve account.

Roger additionally proposes that WESSEX sell the small trailer that had been grown several years ago. Selling the trailer will result in costs savings by not having to pay registration, insurance, and storage of the small trailer.

Junso Ogawa noted that concurrent with the purchase of a larger trailer, Roger Coate had to purchase a larger truck capable of pulling the bigger trailer. Roger owns the truck and does use it for his own personal use. WESSEX has approved an annual \$2,000.00 vehicle allowance to Roger. Junso Ogawa requests that this allowance be continued for the new Wagon Master.

Michael Bury moved to approve Sergio Sales to replace Roger Coate as the Wagon Master for the Western Safari Trip beginning in 2014, to authorize the sale of the small trailer, and to continue the vehicle allowance of \$2,000.00 to the new Wagon Master. Becky Fountaine seconded the motion. The motion carried unanimously.

APPROVAL OF DECEMBER 1, 2012 MINUTES

Becky Fountaine moved to approve the December 30, 2012 Meeting Minutes as submitted. Thomas Martin seconded the motion. No changes or corrections were noted. The motion carried unanimously.

RATIFICATION OF EXECUTIVE BOARD DECISIONS

1. Junso Ogawa requested the Board approve the Executive Committee decision to put a member district on probation until June 2014 after there was an allegation of sexual misconduct by a host father which led to a discovery that the district had not conducted required vetting of families and was grossly out of compliance in almost all regulatory requirements. The terms of the probation were to become 100% compliant with Rotary International Policy and Procedures and United States regulations for youth exchange programs, fully documented in WESSEX Admin, no later than June 2013 and then to maintain 100% compliance through June 2014. It was reported that the District Governor, District Governor Elect, and District Governor Nominee have all become actively involved in their district's youth exchange program and are committed to meeting the terms of the probation. It was reported they worked closely with Michael Cloutier and that they have achieved 100% compliance.

It was reported that there was a sizeable fine by Department of State of \$233 per student due to the district not having reported arrival of most of the district's 2012 Inbound students. This fine was levied against WESSEX as the sponsoring organization, but that the district has reimbursed WESSEX. WESSEX effectively was just a pass-through and the fine has not adversely affected our finances.

It was noted that the District did have and did implement an Abuse Prevention Policy in place and that it was followed. Immediately upon the reporting of the alleged misconduct, the student was immediately removed from the host family and placed with another host family associated with another host club. The plan did not include a notification to Department of State. Only one or two districts have their District Abuse Prevention Policy uploaded in WESSEX Admin. It was recommended that all districts first review and update their Abuse Prevention Policies (many were written many years ago – before the new regulatory environment that we now must operate) and then upload them to WESSEX Admin.

Charlie Kelly moved to approve the Executive Committee's decision to put the district on probation through the end of June 2014. Thomas Martin seconded the motion. The motion carried unanimously.

b. Junso Ogawa requested ratification of the Executive Committee approving the purchase of a PolyCom Conference Telephone. This system was utilized at this meeting and resulted in much clear communications. It was noted that we still needed to acquire the extension units. Michael Cloutier is acquiring the extensions.

Becky Fontaine moved to ratify the Executive Committee's decision to purchase a Polycom Conference Phone with extensions. Evonne Hopkins seconded the motion. The motion carried unanimously.

APPROVAL OF FINANCIAL REPORTS

Thomas Ogden reported that year to date financial and a proposed 2-13-2014 budget were distributed prior to the meeting. A couple of Districts indicated that they did not believe that they received these items. It was suggested that they be resend to all member Districts and Junso Ogawa agreed to do so. Thomas further reported that there had been a payroll for the WESSEX clerical support person, that an invoice for the 2012 audit for \$11,250.00 had been received, and the quarterly computer maintenance fee was due since the report had been generated.

It was noted that the District assessments for the 2013-2014 program year were increasing primarily due one district dropping out of WESSEX resulting in our expenses having to be spread over fewer districts.

Michael Bury inquired whether or not consideration had been given for budgeting for the travel and registration expenses for the WESSEX Chair, or his designee to attend the annual NAYEN Conference, the CSIET Conference, and Rotary International Youth Exchange Preconvention noting that it was expected for someone to attend these annual events and that this cost might prevent some individuals, who would otherwise, accepting an officer position in WESSEX. This generated considerable discussion with the consensus being that attendance at the annual NAYEN Conference was more valuable than attending the Youth Exchange Preconvention.

Becky Fontaine moved to budget and authorize expenditure of up to \$2,000 each year for the WESSEX Chair, or their designee, for registration, housing, and travel to the annual NAYEN Conference with the monies coming out of reserves for the 2014 conference and then be a regularly budgeted item in following years. Thomas Martin seconded the motion. The motion carried unanimously.

Michael Proctor moved to approve the Financial Reports, dated March 20, 2013, and the proposed budget as amended. Thomas Martin seconded the motion. The motion carried unanimously.

IT COMMITTEE REPORT

WESSEX UPGRADES GOING LIVE

Charlie Kelly reported that several WESSEX Admin upgrades are scheduled to go live on April 1st or on April 2nd, 2013. A email with an attachment prepare by Michael Cloutier was sent out prior the meeting describes these upgrades. There are a few form changes to address items brought up in our audit. Also, there have been some difficulties where individuals have completed the Youth Protection Awareness training, but have not been able to post the completion and have it upload to WESSEX Admin. Prior to the meeting an email was sent out advising that computers need to be in compatibility mode and instructions on how to put a computer into compatibility mode. The Host Family Interview report has had a field added to show the family members present for the interview. Department of State requires that this information be recorded and it was noted in the audit that our form did not include this data.

Also, a WESSEX Procedural Checklist for Inbound Students should be completed by the Inbound Students during their Inbound Orientation and then uploaded into their student record in WESSEX Admin. This change addresses another weakness identified in our audit.

Michael Cloutier reported that some upgrades will make WESSEX Admin more robust and easier to use:

Associating a volunteer with multiple clubs will be much easier. The volunteer page will now have a field to assign the volunteer to a home club and when needed, there will be an ability to associate the volunteer as an associate volunteer in multi clubs. Their information will automatically be updated for all associated clubs.

The Training page (access is limited to only certain “users”) WESSEX will be more robust. There will be an ability to select individuals participating in a training and printout an attendance roster. The attendance roster can be edited later to remove no-shows and add attendees who did not pre-register. The roster can then be uploaded to WESSEX Admin and the individuals records will be automatically populated showing they had completed the training. There will also be an ability to upload a copy of the training materials to fully document the training.

An age calculator has been added to the student page providing the student’s current age after their date of birth has been input.

Districts will now have the ability to upload their Country Agreements.

When uploading a Miscellaneous Form there will be a prompt to add a short description of the document.

When a host family visit report is uploaded the home visit field will be automatically populated eliminating the need for double entries.

It was noted that any change in WESSEX Admin causes frustrations. If was requested that all Districts advise their youth exchange volunteers of the changes being launched to avoid as much frustration as possible.

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FUTURE UPGRADES TO WESSEX ADMIN

This was a discussion topic only. Several upgrade requests have been made and the estimated cost would be \$5,000:

1. To not allow a change of host family notice be sent to RI until the host family is completely in the “blue”.

2. Require that Student Id cards must be printed before a change of host family can be reported and notice send to RI. This request is problematic because many districts use their own Id cards or they add supplemental data to the cards.

3. An ability to send out an email request that a reference complete a reference report on-line and then when all three reference checks have been completed to have them assembled into a single report and have it uploaded into WESSEX Admin. There was discussion about the value of actually talking with the reference and the was consensus that sometimes valuable information may be obtained that would not otherwise be obtained if the individual only completed the form on-line, but this may be justified due to the increased workload of personal checks given that many of the reference checks we conduct are with individuals that we already know. Clarification was asked about whether or not two or three reference checks are required. Michael Cloutier explained that RI requires three reference checks. The US Department of State requires two, but those two cannot be members of the youth exchange program (in our case they cannot be Rotarians). To satisfy both requirements, three reference checks are required with two of them being non-Rotarians.

Junso Ogawa referred these requests to the IT Committee for consideration and to make proposals for change if they felt it appropriate. Proposals are to include the cost to make and implement the proposed upgrade.

It was also reported that Michael Cloutier, as the DoS Responsible Officer, is required to make an annual report on behalf the WESSEX. If all Districts have their files complete for Youth Exchange Officers, Rotary Counselors, 1st Host Families, and students that it appears it would serve the requirement that District provide RI with a similar report or supply copies of all their Guarantee Forms. It would make Michael’s preparation of this report much easier if all Districts would have all this above completed in WESSEX Admin by August 31 each year. With cooperation of all Districts we possibly could eliminate the need for individual Districts to make the required report to RI. WESSEX Admin could be used to lessen the administrative burden of this burden.

REPORTS OF INCIDENTS INVOLVING EXCHANGE STUDENTS IN WESSEX:

a. Michael Cloutier reported that there had been a reported incident of sexual abuse on an Inbound Student in WESSEX. The student had been trained and immediately reported the incident. The student was immediately removed from the family and placed with a new host family in a different Rotary Club. A final report was being drafted and the case will come to a close this week when the prosecution of the alleged perpetrator's trial begins.

Michael Cloutier, WESSEX, RI and DoS were not immediately notified. DoS was particularly upset that they were not immediately notified.

This incident also brought to light the involved District was not thoroughly vetting volunteers and host families. For instant, reference checks were not actually being done. Rather what was being uploaded into WESSEX Admin, if at all, was merely a notation by a YE leader in the District writing a statement on the form that the individual was a person of good character.

A question was raised as to why the Alternate Responsible Officer (ARO) had issued DS-2019s when the District was so far out of compliance. Junso Ogawa and Michael Cloutier reported that there it has been clarified that AROs serve as the pleasure of the RO and not to the District or WESSEX. The intent is to keep the AROs independent. It was also clarified that the RO is responsible for the training and supervision of the ARO's. The ARO's have been informed that any future issuance of a DS-2019's without first verifying that the inbound student's Rotary Counselor and at least first host family are fully vetted and trained will have their DoS certification pulled.

b. Renee Hyde give an updated report on the accident of Franco Calleja Lorenzini's (exchange student from Chili) during the D5130's Snow Trip. Franco is back home now and is much happier. He is entering a normal phase in his post-concussive recovery, one in which he suffers from paranoia. Being in familiar surroundings and with his family is helpful. It is expected that it will take 4 to 6 months for a full recovery.

D5130, as a result of their experience with Franco's accident, recommends that any program using MEDEX for their insurance, use Plan A rather than Plan B. There is about a \$200 difference in the premium and it is worth it. Plan B only covers 80% of covered costs and there is no cap to out-of-pocket costs where as with Plan A out-of-of pocket expense is capped at \$5,000.00. Franco's treatment already exceeds \$500,000.00.

c. Recently there was a RYE Confessions on Facebook. This page was very detrimental in that was encouraging exchange students to break the rules and "brag" about it. Many of the postings did seem fictional. At some point a posting was made about someone indicating they were suicidal. The author of the page was identified and the page was completely taken down. The author was an exchange student and there is a belief that it was not the author's intent to be malicious and the student is being allowed to complete their exchange. However, the lesson here is that we want to discourage students from involvement on such sites on Facebook or any other social media.

RESPONSIBLE OFFICER REPORT – Michael Cloutier

a. Franco Calleja Lorenzini's accident highlighted a need for Districts to review and update the Crisis Management Plan. Not all Districts have written plans and/or have not uploaded them to WESSEX Admin. Many of the current plans were written prior to the current regulations being enacted and need to be updated to reflect that WESSEX, Rotary International and the United States Department of State (for students hosted in the United States) need to be notified immediately or at least as soon as reasonably possible. It is recommended that all member Districts review their Crisis Management Plans and revise as appropriate to include the notification requirements and then to upload them into WESSEX Admin for audit purposes.

b. It is also recommended that all Districts review their District Abuse Prevention Policies to assure the notification requirements are current and to upload their policies into WESSEX Admin.

c. There have been updates to the DoS Letters and to several of the WESSEX forms. All have been posted to WESSEX website. We need to use the updated forms immediately. They are necessary to maintain regulatory compliance. The Procedural Check List for Inbound Students has been re-introduced and all member districts should use them starting with the 2013 program year. This form is in response to one the major weaknesses identified by our program audits. It is envisioned that Districts would use them at the Inbound Orientations, have the student initial off on the various items, and then for the form to be uploaded into the student's WESSEX Admin Student Record. It is requested that all Districts have their WESSEX Admin records fully complete before October 1, each year. This is when our program audits start.

PROGRAM AUDIT REPORT

a. Overall there was a substantial improvement over last year's performance. Student records were selected at random, but with at least two coming from each District. The new Procedural Checklist for Inbound Students addresses the biggest the issues brought up in the audit. Also, many students' application were uploaded incomplete and therefore were missing required information/documentation. Although, not achieving the desired percentages in some areas, it is anticipated that we will receive at least provisional listing status with CSIET. They have our audit report, but have not completed their review.

b. Junso Owaga asked for a motion to approve the Program Audit Proposal by Mowatt Mackie & Anderson for program year 2013-2014. Tom Ogden moved to approve the proposal for the 2013-2014 program year Program Audit Proposal by Mowatt Mackie & Anderson for 2013-2013 program year 2013-2014. The motion was seconded by Mark Flegel. The motion carried with one Nay from Thomas Martin.

APPROVAL OF AMENDED AND RESTATED BYLAWS

Junso Ogawa asked for a motion to approve the amendments to, and restatement of, the WESSEX Bylaws distributed February 28, 2013. Thomas moved to the amendments to and restatement of the WESSEX Bylaws circulated on October 30, 2012. Lee Oelke seconded the motion. The motion carried unanimously.

REPORT OF NOMINATING COMMITTEE

John Carr was unable to attend the meeting. Junso Ogawa reported that there are nominees for all position except for the Chair and for the Vice-Chair. Nominations remain open and can be made to John Carr.

NORTH AMERICAN YOUTH EXCHANGE NETWORK (NAYEN) CONFERENCES

a. 2013 Conference in Orlando, Florida. In general it was felt that conference was exorbitant, but it was noted that it had the highest attendance of any NAYEN Conference. It was noted that participant had to choose amongst many relevant sessions that were offered only at the same time. Many sections were eliminated due to the shortened conference schedule to accommodate the banquet at Epcot.. This is the reason that many sessions typically held on two tracks were only offered once. It is anticipated that the more traditional conference schedule will be re-implemented in 2013.

b. 2014 NAYEN Conference is in Cancun, Mexico.

c. 2015 NAYEN Conference – NAYEN is still soliciting proposals. Proposals are due by September 1, 2013.

d. 2016 NAYEN Conference – NAYEN is still soliciting proposals. The three Districts in the Denver area are considering submitting a proposal to host the 2016 Conference. Junso Ogawa encouraged WESSEX member districts to consider hosting the conference.

NEXT SCHEDULED MEETING

The next scheduled WESSEX Board Quarterly Board Meeting is Saturday, June 15, 2013. The 2013-2014 election of officers for the 2013-2014 meeting will be conducted during this meeting.

OTHER OLD BUSINESS – None

NEW BUSINESS

a. It was announced that effective July 1, 2013 District 5080 will transfer to South Central Rotary Youth Exchange Multi-District and will no longer be a member district of WESSEX.

b. Junso Ogawa asked for a motion to approve a proposed dates for the 2013-2014 WESSEX Board Meetings. Michael Bury moved to approve the proposed dates:

- Saturday, September 28, 2013, Sacramento
- Saturday, December 7, 2013, Sacramento
- Friday, March 7, 2014, Cancun, Mexico (During NAYEN Conference)
- Saturday, June 7, 2014, Sacramento

The motion was seconded by Lee Oelke. The motion passed unanimously.

c. Becky Fountaine asked that it be explained how ARO's are selected and it is determined that they are qualified. This item was referred to Michael Cloutier and will be added to the Agenda of a future meeting.

d. Becky Fountaine asked whether or not the NAYEN representative was supposed to take input from and represent WESSEX or they just elected geographically? The consensus was that the representative should be engaged with us. Michael Bury suggested that we ask the representative to make a report at each of our meetings and that this report would be a standard agenda item. Junso Ogawa will discuss this with our representative.

ADJOURNMENT

Junso Ogawa adjourned the meeting at 12:28 p.m. PDST.

Respectfully submitted,

Approved:

Michael L. Bury
Secretary

