



# WESSEX

## Western States Student Exchange, Inc.

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Board of Directors Meeting Minutes - DRAFT  
Saturday, June 15, 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 at 10:16 PDST

### ROLL CALL

Personally present:

Junso Ogawa - Chair  
Michael L. Bury – Secretary, D5160 Representative  
Thomas Ogden – Treasurer  
Michael Cloutier – DoS Responsible Officer  
John Carr – D5180  
Lee Oelke – D5180

Telephonically present:

Thomas M. Martin – D5010  
Becky Fountaine – D5020  
Michael Proctor – D5020  
Gary Schuster – D5060  
Steve Schwab – D5100  
Tom Rosenthal – D5400

Guests Present:

Dean Henricks – D5180 (Incoming Chair) – Personally present  
Mary Lyn Kagan – D5180 Compliance Officer – Personally present  
Sherrie Toban – D5180 Inbound Coordinator – Personally present  
Michael Graves – By telephonically present

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

12 of 35 Board Members eligible to vote (34.3%) were present. Three officers, Junso Ogawa, Thomas Ogden, and Michael Cloutier, are not also District Representatives.) (6 of 16 Member Districts were represented.

#### APPROVAL OF AGENDA

Steve Schwab moved to approve the agenda as presented. John Carr seconded the motion. The motion carried unanimously.

#### APPROVAL OF MARCH 30, 2013 MINUTES

Lee Oelke moved to approve the March 30, 2013 Minutes as presented. Thomas Ogden seconded the motion. The motion carried unanimously.

#### RATIFICATION OF EXECUTIVE COMMITTEE DECISIONS – None

#### FINANCIAL REPORT

Thomas Ogden previously sent out the current financials for review. Thomas Ogden and Junso Ogawa reported all invoices that have received have been paid. There is around \$40,000 in reserves. There will be a small net operating loss this year due to the \$5,000 approved for database improvements approved at the September 2012 meeting not previously budgeted. We did not roll over the net balance from 2011-2012 into the reserve fund and this has allowed us to absorb the unbudgeted expense leaving the reserve fund intact.

Michael Proctor moved to approve the Financial Reports. The motion was seconded by Becky Fountaine. The motion carried unanimously.

#### COMMITTEE REPORT – IT Committee – Michael Cloutier for Charles D. “Charlie” Kelly

1. Several improvements have recently been implemented successfully.
2. An improvement to automate the Youth Volunteer vetting process is currently under construction. This improvement will have the responsible individual in their District/Club input some basic information about the individual including email address. The individual will be asked to complete the Youth Volunteer Affidavit on-line. The references will automatically be send a reference check request. When all three references are complete and reviewed by a currently certified Local Area Coordinator, the system will automatically construct the Reference Check Report in a pdf report and upload it to the Volunteer’s record in WESSEX Admin. Tom Martin asked if the copy of the approved proposal could be sent to the district representatives. Becky Fountaine was asked to do so. Steve Schwab asked if the responsible requesting individual would be notified by the system that a volunteer record has completed and Michael Cloutier indicated that the designated district or club individual would be notified.

There was an inquiry as to whether or not there is an improvement forthcoming that would have both the Club Youth Exchange Officer and the student’s Counselor be on the

Student Record. This is not in the planned improvements. A request for an improvement should be directed to the IT Committee for review and possible proposal and budgeting.

#### NAYEN AMERICAN YOUTH EXCHANGE NETWORK (NAYEN) Director's Report – Junso Ogawa

1. NAYEN does not have a reliable funding source and is considering an assessment for each exchange student, both inbound and outbound. Balances from NAYEN Conferences have varied greatly in financial terms. Some conferences had operating surpluses and some had losses. It is too late to add a fee per student this year because districts have already set their budgets for the year. Junso Ogawa requested a motion be made to approve that WESSEX donate \$1,000.00 to NAYEN for the 2013-2014 program year.

Thomas Martin moved to approve WESSEX donating \$1,000.00 to NAYEN for 2013-2014 and to approve the budgeting and payment of a per student NAYEN fee in future years. Thomas Ogden seconded the motion. There was some discussion and there was an inquiry if NAYEN had set a per student fee and it was reported that it had not, but a \$4.00 per student fee had been discussed. The motion carried unanimously.

2. NAYEN recently sent out its first newsletter.

3. Maureen Considine was re-elected as one of our regional representative for the 2013-2015 term. Junso Ogawa is our other regional representative and his term expires 2013-2014. Directors may only serve for a period of six years pursuant to NAYEN Bylaws. It has been brought the attention of the NAYEN Board that no notice of the elections was sent to the chairs of the multi-districts in the region unless they con-currently serve as a district chair. This oversight will be addressed in the future.

4. NAYEN, and Junso Ogawa personally, urged the District Chairs to request that all their inbound and outbound exchange students complete the RI survey this year. Have them do it now.

5. The NAYEN Conferences:

a. 2014 Cancun, Mexico is experiencing some organizational difficulties and the NAYEN Board has tasked Junso Ogawa to travel to Cancun and assist them getting the conference back on track.

b. 2015 Proposals are due to Junso Ogawa no later than July 1, 2013. One potential proposer indicated there are two dates available for the conference at the selected hotel. One in mid-February 2015 and the other in late March 2015 and they have been asked to present both dates. The dates and location will be announced shortly after a proposal is accepted.

c. 2016 Proposals are due to Junso Ogawa no later than September 1, 2013 and dates will likely be announced at the 2014 NAYEN Conference.

## RESPONSIBLE OFFICER REPORT – Michael Cloutier

1. It was reported that Franco Calleja Lorenzini continues to make progress in his recovery from his snowboard accident.

2. There has been a student whose exchange was terminated early, however this student was not returned to their home country. This is violation of both Department of State Regulations and Rotary International policy. The student's Visa and health insurance have been cancelled and the individual now remains in the United States illegally. The Department of Homeland Security is now looking for this student. Department of State has indicated that this student will not be eligible for a United States Visa in the future. It was also noted that the Sponsoring District was not notified sufficiently early to allow them to try to assist. The student's parents were a major source of the student remaining in the United States. A concern was expressed that no disciplinary actions has been taken against the host district and this sets a bad precedent. Junso Ogawa had numerous conversations with the District Chair and the District knows the regulations and policies and tried to have the student returned home, but there are circumstances not under the control of the district. Junso Ogawa does not feel that a disciplinary action is appropriate in this instance.

3. Everyone is reminded that Department of State requires the following before a DS-2019 is to be issued for an inbound student:

- a. Completed student application
- b. The student's passport
- c. The Guarantee form
- d. The Counselor and first host family are fully vetted

All Assistant Responsible Officers (AROs) have very specific instructions that all the above must be uploaded into WESSEX Admin and the family in "Blue" before issuing a DS-2019. An inquiry was made as to when this was originally implemented and that was two years ago. It was noted that some were issued last year without the above. This was a mistake. There has been training given to ARO's and if they fail in their responsibility to verify the above items are complete before issuing a DS-2019 they will be "fired".

4. Prior to the meeting Michael Cloutier had received some inquiries already about properly recording and sending notifications of students departures and he reminds everyone that the procedure to properly record and have the notification sent:

a. Go to student record and input the departure date. **DO NOT SAVE THE RECORD AT THIS POINT**, if you do you will not be able to send the notification without extra work.

b. Click on the "Send Notification" button". When you do this the notification will be sent and the student record updated and saved.

c. If you click on the “Save” button before sending the notification, you will have to go back into the record, delete the departure date, save the student record. Then you will have to start over again.

#### WESSEX HOSTED TRIPS – by Junso Ogawa for Roger Coate

1. Participation in the Western Safari Tour is way down this year. Districts have been notified of the participation levels and we are looking for reasons for the decline in participation.

2. Roger was not available for today’s meeting and has not provided financial reports. Junso Ogawa is of the understanding that he will be receiving them soon.

#### OLD BUSINESS:

1. District 5080 transfers to South Central Rotary Exchange (SCYRE) – July 1, 2013.

2. WESSEX Board Meeting Schedule for 2013-2014:

- a. Saturday, September 28, 2013, Sacramento
- b. Saturday, December 7, 2013, Sacramento
- c. During NAYEN Conference, likely Friday, May 7, 2014, Cancun, Mexico
- d. Saturday, June 7, 2014 – Needs to be rescheduled due to RI Conference being scheduled Sunday, June 1 to Wednesday June 7, 2014.

3. Significant Dates for 2014-2015:

- a. NAYEN Conference – Date not selected
- b. RI Convention, Sao Paulo, Brazil – Friday, June 5 to Monday June 8, 2015

ANNUAL ELECTION OF OFFICERS – Junso Ogawa temporarily turned meeting over to John Carr to conduct the annual election of officers.

1. Treasurer – Thomas Ogden was nominated. There was a call for additional nominations. There were none and nomination for this position was closed. Thomas Ogden was elected Treasurer for 2013-2014 unanimously.

2. Secretary – G. Michael Graves was nominated. There was a call for additional nominations. There were none and Thomas Ogden moved to close the nominations. There was a request for information regarding Michael Graves since he is not known by many of the board members. Michael being present for the meeting introduced himself. He has been a Rotarian for twenty years. He has been a host parent and has served as a Counselor, one whose exchange was terminated early. He is trained as a CPA, but now he serves as CFO for a large law firm. He is married and has two adult children and two grandchildren. Michael Graves was elected unanimously to be Secretary for 2013-2014.

3. Responsible Officer – Michael Cloutier was nominated. There was a call for additional nominations. There were none and nominations for this position were closed. Michael Cloutier was elected unanimously to be Responsible Officer for 2013-2014.

4. Chair – There were no nominations for Chair. Lee Oelke nominated Junso Ogawa to serve another term. Junso Ogawa hesitantly accepted the nomination and agreed to serve another year. Junso Ogawa was elected unanimously to be Chair for 2013-2014. Junso noted that this would be his third consecutive year as Chair and that by our bylaws he would not be able to serve as Chair beyond this coming year.

5. Vice Chair – There were no nominations for Vice Chair. Junso Ogawa nominated Michael Bury who agreed to accept the nomination and serve if elected. There were no other nominations and the Thomas Ogden moved the nominations be closed. Michael Bury was unanimously elected as Vice Chair for 2013-2014.

#### ADJOURNMENT

Junso Ogawa called for any other new business. There was none. Thomas Ogden moved to adjourn the meeting. The motion was seconded by John Carr. The motion carried unanimously and Junso Ogawa called the meeting adjourned at 11:23 PDST.

Respectfully submitted,

Approved:

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Michael L. Bury  
Secretary