



WESSEX

Western States Student Exchange, Inc.

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Western States Student Exchange Board of Directors Meeting

Offices of
Rotary Club of Sacramento
355 Commerce Circle
Sacramento, California 95815

Conference Dial-in Number: **(605) 477-2100**
Participant Access Code: **405086**

Saturday, June 7, 2014 at 10:00 AM (Pacific Daylight Time)

Meeting Minutes

1. **Call to Order** – Junso Ogawa, Chair

Meeting was called to order by Chair Junso Ogaaw

2. **Roll Call** – Amy L. Pack, Acting Secretary

Present in Person:

District 5160: Michael L. Bury, Vice Chair
District 5180: Sherie Tobin, District Youth Exchange Committee
District 5230: Junso Ogawa, Chair
Amy L. Pack, District Youth Exchange Committee

Telephonically:

District 5010: Thomas M. Martin, District Chair
District 5020: Becky A. Fontaine, District Chair
Michael J. Cloutier, Responsible Officer
Maureen C. Considine, NAYEN Director
District 5030: Craig Nelson, District Chair
Geoffrey Owens, District Youth Exchange Committee
District 5060: Gary Schuster, District Youth Exchange Committee
District 5110: Charles R. Kolcher, District Chair
District 5130: Rene Hyde, District Chair
District 5170: Evonne Hopkins, District Chair

3. Approval of Agenda

Motion by Thomas M. Martin (D-5010), Second by Michael L. Bury (D-5160) to approve the Agenda. Motion carried

4. Approval of Meeting Minutes – G. Michael Graves, Secretary

a. Saturday, March 29, 2014

Chair Junso Ogawa requested a motion to defer approval of the meeting minutes for March 29, 2014 to the next Board Meeting. Motion by Beck Fontaine (D-5020) second by Thomas M. Martin (D-5010) to defer approval of the meeting minutes to the next Board meeting. Motion carried.

5. Validation of Executive Committee Decisions – Junso Ogawa

a. No Decisions Made by Executive Committee

Chair Junso Ogawa reported there were no actions taken by the Executive Committee.

b. Authorize Executive Committee to Review Compliance with Probation Requirements of District Currently on Probation and to Release from Probation, Extend Probation or Other Action as Appropriate.

A District on Probation, which is due to expire on June 30, 2014. Chair Junso Ogawa to contact the District Governor for a brief report to be presented to the Executive Board for approval and official termination of probation.

6. Financial Report – Thomas S. Ogden, Treasurer

a. Recommend Approval of 2013-14 to Financial Report to Date (June 1, 2014)

Treasurer Tom Ogden was absent. Motion, seconded and carried to approve the financial reports as presented.

b. Presentation of 2014-15 WESSEX Budget – Michael L. Bury, Vice Chair

Motion by Becky Fontaine (D-5020), second by Michael L. Bury (D-5160) to defer presentation of the 2014-15 WESSEX Budget to next Board meeting. Motion carried.

7. Migration from WESSEX Database to YEAH (RYE Florida) Database

a. Migration from WESSEX Database to YEAH (RYE Florida) Database

(1) Status Report of Migration of District 5190 Files to YEAH – Includes Files But May Not Yet Include Documents (eBridge). Migration Has Been Very Successful Per Al Kalter

See Attachment B – Email from Jon Greene, Executive Director, District 5190

(2) Recommend Approval to Migrate from WESSEX Database to YEAH Database

See Attachment A – Report by Becky A. Fontaine (D-5020), Chair, IT Committee (E-Mail dated June 6, 2014)

(3) Migration Would Be By Individual Districts During 2014-15

Becky Fontaine (D-5020) asked if the migration would include information from e-Bridge. Mike Cloutier (D-5020), WESSEX Database Manager, responded No. A hyperlink will permit viewing of e-Bridge documents.

Becky Fontaine (D-5020) reported that Jon Greene (D-5190) indicated the hyperlink works extremely well.

Chair Junso Ogawa (D-5230) indicated all documents should be migrated.

Mike Bury (D-5160) recommended the current WESSEX Database should remain activities through June 30, 2016 since records retention requirement is for three (3) years and a small fee i.e. \$5.00 to \$10.00, be assessed to defray cost of maintenance of the WESSEX Database through 2016.

Mike Cloutier (D-5020) suggests charging only District using the WESSEX Database for Youth Exchange. There are other Districts currently using the database for youth protection. Mike also reported that data migrates when Districts are live and that documents follow when linkages on YEAH are confirmed to be working properly.

Chair Junso Ogawa (D-5230) indicated it may be necessary for the migration to be accomplished in two (2) phases, new data and historical documents

Mike Cloutier (D-5020) indicated he would have to confirm the feasibility of this with Al Kalter.

Mike Bury (D-5160) asked the IT Committee to follow up with Al Kalter and present solution that is workable.

Chair Junso Ogawa (D-5230) reported the cost of using YEAH was \$2,500.00 and maintenance for the current WESSEX Database was about \$1,200.00.

Mike Bury (D-5160) indicated he would include these figures in his 2014-15 proposed budget.

Chair Junso Ogawa (D-5230) indicated a commitment needed to be made to Al Kalter as soon as possible for the programming and migration could proceed quickly. The suggestion is to migrate Districts one at a time.

- (4) Continue to Use WESSEX Database for 2014-15 With Full Implementation for 2015-16 – All information for 2015-16 Exchange Students to Be Entered for 2015-16 in YEAH

Motion by Mike Bury (D-5160), Second by Sherie Tobin (D-5180) for WESSEX to convert to YEAH database beginning on July 1, 2014 with 2014-15 being the transition year and 2015-16 the YEAH database would be fully operational; maintain WESSEX database for at least another year or until all documents have been fully migrated; and during the transition, make WESSEX available to Districts for a minimal fee with the fee to be determined. Motion passed.

- (5) Recommend Maintaining Current WESSEX Database Until End of 2016-17

- (6) Use of WESSEX Database for Youth Protection for Other Youth Services Programs With Nominal Costs to Off-Set Operational Costs

Becky Fontaine (D-5020) reported the IT Committee would recommend reasonable fee so WESSEX database would be available to Districts for Youth Protection use. Becky further recommended WESSEX notify District Governors of the assessment for maintaining WESSEX database during the transition period.

Chair Junso Ogawa (D-5230) reported the current cost for maintaining the WESSEX Database was \$100.00 per month.

A suggestion was made to send written notice to Youth Exchange Officers or Youth Service Committee Chairs.

Chair Junso Ogawa (D-5230) responded that WESSEX had no way of knowing the names of the Youth Services Committee Chairs and sending the information to the District Governors was best.

Mike Bury (D-5160) suggested sending a letter to District Governors that WESSEX is changing databases and if their District had a desire to use the database for youth protection, WESSEX was willing to make the database available with each District paying a nominal support fee to offset the cost.

Motion was made by Sherie Tobin (5180, Second by Thomas M. Martin (D-5010), to make the WESSEX Database available to Districts to use of Youth Protection at a nominal cost. Motion Carrier

(7) Defer Any Upgrades to WESSEX Database

Becky Fontaine (D-5020) indicated that in her conversations with Jon Greene (D5190) that the YEAH database was very “robust.”

Chair Junso Ogawa (D-5230) indicated that Al Kalter would need a single point of contact for the migration from the WESSEX Database to YEAH and recommended Mike Cloutier as the current WESSEX database manager.

Becky Fontaine (D-5020) urged the IT Committee to stay involved.

Evonne Hopkins (D-5170) indicated it was important for the IT Committee to stay involved.

Chair Junso Ogawa (D-5230) reported that the migration from the WESSEX database to the YEAH database required someone with the technical knowledge of the WESSEX database and appointed Mike Cloutier to be WESSEX’s point of contact to Al Kalter for the migration to the YEAH database. Mike Cloutier is a member of the IT Committee and will communicate and keep the IT Committee informed.

8. IT Committee Reports –Becky Fontaine

- a. Any Planned WESSEX Database Updates

9. North American Youth Exchange Network (NAYEN) Director’s Report – Maureen Considine

- a. Report on Cancun Conference

Chair Junso Ogawa (D-5230), concurrently the NAYEN Conference Chair, reported that the Cancun Conference was very positive overall. Survey responses were consistent with what was expected. Junso further recognized the contributions made by Maureen Considine (D-5020) for her outstanding work on the Program Committee and was instrumental in the development of the many outstanding break-out sessions.

NAYEN could have potentially been required to pay approximately \$25,000.00 due to a significant lower number of room reservations as many Rotarians opted to rent condominiums at a significantly lower rate. The Conference Committee was able to negotiate a satisfactory agreement with the Casa Magna Marriott Resort Cancun. Many Rotarians failed to understand that the base room rate was actually less than what was paid at the Orlando Conference but they did failed to understand how to compare the rates.

Thomas M. Martin (D-5010) new NAYEN Conference Chair reported on the 2015 NAYEN Conference in Little Rock, Arkansas. At this time, Tom did not has much to report as registrations were slow at this time of the year which was normal. He also

indicated optimism of off-setting any Cancun losses with a surplus from the Little Rock Conference

- b. North American Youth Exchange Network Conferences
 - 2015 Little Rock (Arkansas) Wyndham Riverfront, Thursday, February 19 to Sunday, February 22, 2015
 - 2016 Deadline for Submittals July 1, 2014
- b. NAYEN Director from Mexico, Guillermo Lopez Portillo, Appointed to Rotary International Youth Exchange Committee for 2014-2017 (3-Year Appointment)

10. Brief Report on 2014 Pre-Convention Youth Exchange Workshop in Sydney, Australia – Junso Ogawa

- a. Districts In Attendance: 5010 (Cheryl Combs); 5060 (Richard DeRock); 5100 (Steve Schwab); 5230 (Junso Ogawa)
- b. Presentations Made by Rotary International President Ron D. Burton, President-Elect Gary C. K. Huang and President-Nominee K. R. “Ravi” Ravindran
Chair Junso Ogawa (D-5230) Reported a member of Rotary International Staff made a presentation on young professionals recruitment program. He indicated that this was not the appropriate group for this presentation as recruitment of new Rotarians ins not part of the Youth Exchange program.
Charles R. Kolcher (D-5110) reported that the reaction by his District’s attendees to this concept was positive.
- c. Venue Was Not Ideal
The original site for the Rotary International Convention could not be used as planned due to remodeling and the alternate venue was converted for the Olympic Games in Australia. Local public transportation was provided on a complimentary basis to provide transportation from downtown Sydney to Olympic Park.
- d. Concerns Over Turmoil in Thailand
Some Districts expressed concerns by outbound exchange students and their parents to being hosted in Thailand due to the political unrest. Most of the outbound students and parents were accepting the placement while a few Districts were seeking alternate placements.

The nest RI Convention will be in Sao Paulo, Brazil. The Host Conference Chair for this RI Convention has a solid reputation for organizational skills.

11. Program Audit

- a. CSIET Will No Longer Require Program Audit for Listing of Exchange Programs
Chair Junso Ogawa (D-5230) reported that the Department of State had announced their office would conduct program audits. The original goal was for 2014-15 but this has been delayed by two (2) to three (3) years. Once implemented, the goal is to audit half of the sponsors each year. He recommends WESSEX continue to conduct program audits to maintain the current level of compliance. WESSEX has made tremendous improvement from the first year a complete program audit was conducted.
Thomas M. Martin (D-5010) acknowledged the importance of the program audit but expressed some concerns of the cost.

Chair Junso Ogawa (D-5230) reported that the CPA firm, Mowat Mackie & Anderson, LLP., is knowledgeable on navigating the WESSEX Database and has gained considerable understanding of the Department of State Regulations and how it applies to WESSEX. To change program audit firms would create a learning curve that may become costly.

- b. Recommendation to Continue to Conduct Program Audits – When Department of State Begins Program Audit, It Will be for Previous Year, Not Current Year
The program audit is conducted on the current Rotary year. When the Department of State conducts their audit, it will be on the previous year. This will cause Districts to maintain contacts with both the exchange students and host families.

Motion made by Michael L. Bury (D-5160), Second by Becky Fontaine (D-5020), to continue the current program audit for 2014-15. Motion carried.

12. Report by Responsible Officer – Michael J. Cloutier

- a. Report on Weekly Compliance Reports Submitted by Vicki Roberts
Chair Junso Ogawa (D-5230) congratulated District Chair Becky Fontaine (D-5020) for maintaining 100% compliance almost every week during 2013-14.
- b. Report by Becky Fontaine on District 5020 Highly Successful Compliance Reports
Becky Fontaine (D-5020) reported that the District conducted annual Youth Exchange workshops to assist with compliance until the Rotary Clubs within the District were comfortable with the database.
- A volunteer was asked to provide mentoring, distribute emails, etc.
 - The District 5020 training module is available on District 5020 Youth Exchange web site.
 - Club Youth Exchange Officers have seventy-two (72) hours to update. After the seventy-two (72) hours, the Youth Protection Officer receives a copy of the email with an additional twenty-four (24) to forty-eight (48) hours.
 - A third email is an indication there has been no action in five (5) days. The email is forwarded to the Rotary Club President/President-Elect to remind them in a “gracious way” that compliance is very important.
 - Internal “ticklers” are set up in advance.
 - Substantial praise and positive reinforcement is given.
 - Training module may be found at www.rye5020.org

13. Report on WESSEX Hosted Optional Trips – Junso Ogawa

- a. 2014 Hawaii Adventure – Terra North America
(1) Ad Hoc Committee Recommendation to Use Belo USA for 2014-15
As directed at the March 29, 2014 Board meeting, an Ad Hoc Committee was formed to evaluate the quality of the 2014 Hawaii Adventure and to recommend using Terra North American for 2015 or use Belo USA.
The members of the Ad Hoc Committee were Junso Ogawa (D-5230), Michael L. Bury (D-5160); Amy Carpenter (D-5160); Geoffrey Owen (D-5030); and Amy L. Pack (D-5230). The Ad Hoc Committee had two (2) conference calls with the second conference call included Frederico Malab, President of Terra North America. The

vote was three (3) for recommending a change to Belo USA for 2015 and one (1) vote to continue for another year with Terra North America.

(2) Authorize Chair to Sign Contract with Belo USA

Michael L. Bury (D-5160) expressed concerns that would require negotiating aspects of the contract submitted by Belo USA.

Becky Fontaine (D-5020) with the pending change in WESSEX Chairs, she asked who would sign the contract, the current or incoming Chair. Mike addressed the question that the Agenda requested authorization for the “Chair” to the contract.

Motion made by Michael L. Bury (D-5160), Second by Sherie Tobin (D-5180) to award the contract for 2015 Hawaii Adventure contract to Belo USA once the minor issues were resolved.

Becky Fontaine (D-5020) opposes the motion due to the point made by Michael L. Bury (D-5160) regarding the two (2) minor issues to be resolved.

Motion carried.

b. 2014 Western Safari

(1) Financial Operations

- Appears 2012-13 Western Safari Trip Had Approximately Deficit \$15,000

Chair Junso Ogawa (D-5230) reported that the 2013 Western Safari was last year Roger Coate would be the Director after almost a quarter century of dedicated service to the Western Safari.

The WESSEX Treasurer’s assessment on the financial operations of the 2013 Western Safari trip appears had a deficit of approximately \$15,000.00

There is an expectation that the 2014 Western Safari will also experience a deficit. The single largest cost is the charter bus and associated driver expenses at approximately \$16,000.00. Other high expense items include admission to theme parks.

The Western Safari Reserve Fund has sufficient balance for 2014 deficit.

With the accounting for the Western Safari being accomplished by the WESSEX Treasurer, there will be a better account of revenue and disbursements

- Anticipate 2013-14 Western Safari Trip Will Experience Deficit – Amount Unknown
- Recommend Board Approve Transfer From Western Safari Reserve Fund of Up to \$10,000.00 to Western Safari Operational Account to Off-Set Anticipated Deficit

Motion by Junso Ogawa (D-5230), Second by Michael L. Bury (D-5160) to authorize the WESSEX Treasurer to transfer up to \$10,000.00 from the Western Safari Reserve Fund to the Western Safari Operating Account for the 2014 Western Safari trip. Motion carried.

- Estimated Thirty-Seven (37) Students on 2013-14 Western Safari Trip
- Submit Operational and Financial Report on 2013-14 Western Safari Trip at Next Board Meeting

14. Any Other Old Business

- a. Review Dates for 2013-14 WESSEX Board Meetings
 - Saturday, June 7, 2014
 - 2014-15 WESSEX Chair to Submit Meeting Dates
Motion by Junso Ogawa (D-5230), Second by Michael L. Bury (D-5160) to establish the following two (2) Quarterly Board of Directors Meeting dates:
Saturday, September 27, 2014
Saturday, December 6.
Motion Carried.
- b. Significant Dates for 2014-15
 - WESSEX First Board Meeting: Saturday, September 27, 2014 (Recommended)
 - 2014 EEMA Conference: Friday, August 22 to Sunday, August 24, 2014 Oslo, Norway
 - 2015 NAYEN Conference: Thursday, February 19 to Sunday, February 22, 2015 in North Little Rock, Arkansas
 - Rotary International Convention in Sao Paulo, Brazil; Friday, June 5 to Monday, June 8, 2015)

15. Any New Business

- a. New Long Term District Chair for District 5220 – Don Warnocks
- b. Nomination and Election of 2014-15 WESSEX Officers – See Nomination Committee Recommended Slate
Becky Fontaine had agreed to serve as the Nominating Committee Chair. With Becky being nominated to serve as an officer, Chair Junso Ogawa (D-5230) presented the slate of officers for 2014-15:
Chair: Michael L. Bury (D-5160)
Vice Chair: Becky Fontaine (D-5020)
Secretary: Amy L. Pack (D-5230)
Treasurer: Thomas S. Ogden (D-5230)
Responsible Officer: Michael J. Cloutier (D-5020)
Motion by Thomas M. Martin (D-5010), Second by Sherie Tobin (D-5180) to vote for the proposed slate of officers by acclamation. Motion Carried.
- c. WESSEX Chair's Three (3) Year Review of Accomplishments
 - Establishment of Financial Accounting System
 - Updating of By-Laws
 - Membership in Council on Standards International Educational Travel
 - Program Audits
 - Out-Sourcing of Hawaii Adventure
Chair Junso Ogawa (D-5230) reviewed achievements made during his past three (3) years as Chair as noted on the agenda.
Michael L. Bury (D-5160) thanked Junso for his time and service to WESSEX.

16. Adjournment

Motion made by Michael L. Bury (D-5160), second by Sherie Tobin (D-5180) to Adjourn.
Motion carried.

NOTE: Junso Ogawa transferred custody of the WESSEX Conference phone to new Chair Michael L. Bury and also provided him with the access and alarm code numbers.

Respectfully submitted,

Amy L. Pack
Secretary