



2020-21 ODKF

Committee Assignments

Attached, please find ODKF committee assignments for the upcoming year. The following criteria have been used to determine the makeup of our committees for the year: 1) committees identified by Board members as being ones they would be interested in serving on; 2) trying to balance committees with a mix of returning members and new members; 3) where possible to continue the practice of moving up the previous year's Vice Chair to the Chair position; 4) taking note of any conflicts of interest that may exist, particularly financial and at least on one committee Board members that can not run for reelection because of term limits or had more than one year left in their term; and 5) to take advantage of Board members' experience or skills. You will also note that ODKF has several types of committees: 1) standing committees; 2) sub-committees; and 3) other committees that may be called upon infrequently or as needed by the President. Prefacing each committee membership list you will find the purpose and basic responsibilities that each committee has as outlined in ODKF Policy, Bylaws and Procedures to help assist each committee focus at the task on hand. Thank YOU for serving the members of the Ohio District Kiwanis Foundation and their Ohio District Kiwanis Clubs!

Steve Vrooman, 2020-21 ODKF President

ODKF Committee Assignments

2019-2020

The Board maintains the following standing committees:

EXECUTIVE COMMITTEE

Meets only when the Board is not in session. Its actions shall be considered as actions of the Board when passed by a 2/3 majority vote of the committee providing such action does not involve an expenditure of funds in excess of \$2500.

Chair: Steve Vrooman
Vice Chair: Jason Miller
Secretary: Brandi Bowen
Treasurer: Travis Humphrey
Budget Chair: Gary Stumpf
Finance Chair: Steve Vrooman
PR Chair: James Minter
Fundraising Chair: Mark Wion
Grant Chair: Jason Miller
Executive Director: Alan Penn (Ex Officio)

NOMINATIONS COMMITTEE

This Committee shall receive applications from candidates and insure they are in order and from those applications they shall nominate a number of candidates for Elected Director at least equal to the number of vacancies expected to exist at the time of the next annual meeting.

Chair: Dave Kuhn
Vice Chair: Brandi Bowen
Gary Stumpf
Tim Cornelius
Executive Director: Alan Penn (Ex Officio)

BUDGET COMMITTEE

This Committee shall analyze the operational costs of maintaining and operating Foundation projects & programs and recommend to the Board an annual budget allocating funds for maximum utilization of available funds.

Chair: Gary Stumpf
Vice Chair: Bob Day
Brandi Bowen
Jamie Kaufman (Ex Officio)
Treasurer: Travis Humphrey (Ex Officio)
Executive Director: Alan Penn (Ex Officio)

FINANCE COMMITTEE

{This Committee shall recommend to the Board the form, time, and manner in which funds of the Foundation shall be invested. They shall make recommendations as to the allocation and use of existing funds. They shall assure that the books of account are kept in conformity with Generally Accepted Accounting Principles. They will review the Investment Policy no less than bi-annually.}

Chair: Steve Vrooman
Vice Chair: Jason Miller
Bob Day
Gary Stumpf
ODKF Volunteer: Steve Donahue
Treasurer: Travis Humphrey (Ex Officio)
Financial Advisor: Peter Gaughan

AUDIT COMMITTEE

This Committee shall be responsible for the selection of an Independent Accountant to perform an annual review/audit of the books. This Committee will report the findings of the annual review/audit and recommend needed changes. This committee will review the 990 Report to the IRS before being submitted. Copies of the annual review/audit and the 990 Form will be provided to all Board members.

Chair: Past Treasurer's Rep/Bill Flinta
Vice Chair: Terry Swauger
KI Children's Fund Rep: Celeste Brlas
Immediate Past District Treasurer: Jim Janosik
Treasurer: Travis Humphrey
Executive Director: Alan Penn (Ex Officio)

FUNDRAISING COMMITTEE

This Committee shall recommend methods of raising money for use of the foundation. Several Sub-Committees exist dealing with specific programs related to fundraising.

Chair: Mark Wion
Vice Chair: Ellen Martin
Circle K Rep: Colton Morton
James Minter
ODKF Volunteer: Marcia Hudson
Key Club Rep: Arrisa Samblanet
District Board Rep: Rita Corbin
Treasurer: Travis Humphrey (Ex Officio)
Financial Advisor: Peter Gaughan

PR & MARKETING COMMITTEE

This Committee shall recommend to the Board, programs to enhance the Foundation image and programs through the use of public media and District and International media. The Committee shall provide the Board with an article for publication in each issue of the District newsletter.

Communications to the Kiwanis Clubs of the Ohio District shall be submitted to the District office to be coordinated with other mailings from that office to the club presidents. The Committee shall promote and coordinate a Speakers Bureau to provide board members and former board members as speakers to increase knowledge of the work of the Foundation. The Social Media Coordinator shall be an Ex Officio member of this Committee.

Chair: James Minter
Vice Chair: George McCarthy
Brandi Bowen
Shannon Crutchfield
Circle K Rep: Colton Morton
Ellen Martin
District Bd Rep: Michael Iafroto
Terry Swauger
Executive Director: Alan Penn (Ex Officio)

GRANTS COMMITTEE

This Committee shall review all requests for scholarships, gifts and grants and provide recommendations to the Board. Scholarships are awarded upon the recommendations of the SLP administrators and the recommendation of the committee. The Secretary and Treasurer shall be Ex Officio members of this Committee.

Chair: Jason Miller

Vice Chair: George McCarthy

District Governor-Elect: Craig Smith (Ex Officio)

Immediate Past Governor: Tim Cornelius

Shannon Crutchfield

Gary Stumpf

Past Treasurers' Rep Bill Flinta

Key Club Rep: Arrisa Samblanet

ODKF Volunteer: Carol Tuck

District Bd Rep: Rita Corbin

Secretary: Brandi Bowen (Ex Officio)

Treasurer: Travis Humphrey (Ex Officio)

Executive Director: Alan Penn (Ex Officio)

The Board maintains the following subcommittees of the preceding committees:

GOLF OUTING COMMITTEE*

**Fundraising subcommittee*

The Foundation President shall appoint a Golf Outing Committee to oversee and run the Foundation's Annual Golf Event. The Chair(s) of the event will coordinate all aspects of the event in cooperation with the Executive Director of the Foundation. The Committee is a subcommittee of the Fundraising Committee.

Co-Chair: Dave Kuhn

Co-Chair: ODKF Non-Member Volunteer: Bill Flinta

ODKF Volunteer: Dr. Denny Lehman

ODKF Volunteer: Leroy Martin

Financial Advisor: Peter Gaughan (Ex Officio)

Treasurer: Travis Humphrey (Ex Officio)

Executive Director: Alan Penn

BASKET ROOM COMMITTEE*

**Fundraising sub committee*

This Committee will oversee and run the Basket Room event at the Ohio District Kiwanis Annual Convention. They shall be responsible for the development of information, promotion, records, intake of materials, registration of donations, acceptance of payments for donations, coordinating the room location and setup with the convention committee and reporting to the Board of all activities of the Basket Room event. The Committee will be a subcommittee of the Fundraising Committee.

Chair: Brandi Bowen

Vice Chair: Ellen Martin

KI Children's Fund Rep: Celeste Brlas

ODKF Volunteer: Anne Cornelius

ODKF Volunteer: Jean Forbes

George McCarthy

ODKF Volunteer: Vee Reifsnyder

District Bd Rep: Rita Corbin

Steve Vrooman

District Bd Rep: Michael Iafroto

Treasurer: Travis Humphrey

Executive Director: Alan Penn (Ex Officio)

KIWANIS SAFE & HEALTHY KIDS COMMITTEE*

**Fundraising subcommittee*

This Committee shall be responsible for the promotion of the Kiwanis Safe & Healthy Kids initiative through spreading word about what it entails in print and electronically and encouraging donations to the Foundation. This Committee is a subcommittee of the Fundraising Committee.

Chair: George McCarthy

Vice Chair: Mark Wion

Brandi Bowen

KI Children's Fund Rep: Celeste Brlas

District Governor: Jamie Kaufman (Ex Officio)

Shannon Crutchfield

Circle K Rep: Colton Morton

Key Club Rep: Arrisa Samblanet

District Bd Rep: Michael Iafroto

District Bd Rep: Rita Corbin

Executive Director: Alan Penn (Ex Officio)

PLANNED GIVING ADVISORY COMMITTEE*

**Fundraising subcommittee*

The Foundation President shall appoint a Planned Giving Advisory Committee which shall monitor and report all recommendations to the Board. This Committee will be a subcommittee of the Fundraising Committee.

Chair: Bob Day

Vice Chair: Terry Swauger

Past Treasurer's Rep: Bill Flinta

KI Children's Fund Rep: Celeste Brlas

District Bd Rep: Michael Iafroto

ODKF Volunteer: Dick Brulotte

Gary Stumpf

Steve Vrooman

Ellen Martin

Executive Director: Alan Penn (Ex Officio)

Financial Advisor: Peter Gaughan (Ex Officio)

CAF COMMITTEE*

**Finance sub committee*

The Committee will review updated CAF information from the ODKF Financial Planner provided to the Chair & Vice Chair before each full Board meeting. Using this and other information available, the Committee will prepare a report on the status of the CAF's to the Board – particularly noting if there are 1) any prospects for new CAF's; 2) any deposits and/or withdrawals made by a Club from their account; or 3) any Clubs that have closed or are discussing closing their accounts. The CAF Committee has also been designated as the “first” point of contact for Clubs holding a CAF account should there be any questions.

During this first year, the Committee is charged with designing a reporting method to disseminate information to each Club holding a CAF account.

This will require the Committee to maintain an updated list/database of important contacts for each Club with information gathered annually.

Someone from the Committee will be responsible to contact each CAF holder at least once during the year and to make a personal visit if requested. All inquiries and requests for CAF information will be directed to the CAF Committee Chair or in his/her absence, the Vice Chair.

Chair: Tim Cornelius

Vice Chair: James Minter

District Governor-Elect: Craig Smith (Ex Officio)

ODKF Volunteer: Charles Byrd

ODKF Volunteer: Nell Byrd

ODKF Volunteer: Jean Forbes
George McCarthy

ODKF Volunteer: Vee Reifsnyder

District Bd Rep: Michael Iafroto
Gary Stumpf
Terry Swauger

ODKF Volunteer: Carol Tuck
Bob Day

ODKF Volunteer: Bob Williams

District Bd Rep: Rita Corbin

Treasurer: Travis Humphrey (Ex Officio)

Executive Directory: Alan Penn (Ex Officio)

Financial Planner: Peter Gaughan (Ex Officio)

Other Committees may be appointed by the President as the need arises with Board approval. Should the need arise during this coming year to call any of these committees to action, the following Board members will be called upon to serve:

LIAISONS

The Ohio District Kiwanis Foundation has set up a system to provide information to Divisions & Clubs as well as to provide support. The Foundation assigns Board members to Ohio Kiwanis Divisions. Each Board member is asked to communicate and serve as a resource for Lt. Governors & the Clubs within each Division. As such, it may be considered a “committee of the whole”.

Chair: Shannon Crutchfield

Membership is made up of the voting members of the ODKF Board.

ELECTIONS COMMITTEE**

***committee appointed at Annual Meeting
by Board President*

This Committee has the responsibility for distributing, collecting, and counting ballots for each election or issue requiring a vote by ballot during the Annual Meeting of Foundation Members.

BYLAWS & POLICY COMMITTEE

The Bylaws and Policy Committee shall be familiar with the bylaws, policies and administrative procedures of the ODKF and review and recommend to the Board for its consideration and approval – bylaws, policies, administrative procedures, position descriptions and other matters

Chair: Dave Kuhn

Vice Chair: Terry Swauger
Shannon Crutchfield
Jason Miller

Key Club Rep: Arrisa Samblanet

ODKF Volunteer: Carol Tuck

Secretary: Brandi Bowen

Executive Directory: Alan Penn (Ex Officio)

DISASTER RELIEF COMMITTEE

This Committee shall administer the Disaster Relief Fund, reviewing all fund requests and disbursing approved funds as expeditiously as possible.

Chair: Ellen Martin

Vice Chair: Shannon Crutchfield
Brandi Bowen

Fundraising Chair: Mark Wion

PR Chair: James Minter

Grant Chair: Jason Miller

Treasurer: Travis Humphrey (Ex Officio)

Executive Director: Alan Penn (Ex Officio)