

DISTRICT 6W WINTER-FEST and CABINET MEETING

February 5, 2022 at Redlands Community Center in Grand Junction

District Governor JoAnn Steinfert called the meeting to order at 11:00 a.m. with a Quorum and the following 21 Lions in attendance:

Officers: DG/GMT JoAnn Steinfert, FVDG Dave McIlroy, IPDG/GST/DA Paul Steinfert, LCIF/GLT PCC Lance Balding, Cab.Treas. Ed Smith, RC Don Chapman & Glenn Stanko, ZC Dave Merritt & Lance Wade. Chairs and Lions Bernita Dove, Kayren Goss, Phyllis Hahn, Sandy Reams, Whitney Smythe-Smith, Manny Sanchez, PDG John Ballagh, Tracy Dvorak, Ruby Cooper, PCC Chuck & Joyce Stevenson, Council Chair Holly Rutherford-Allen (by Zoom)

After Announcements and Introductions, the minutes were approved by unanimous consent, as previously sent out. Treasurer Ed Smith gave his treasurer's report (Attachment A) & reviewed the budget (Attachment B)

District Governor' Report (Attachment C): DG JoAnn Steinfert highlighted her activities, offered words of encouragement and presented all attendees a heart-shaped foam stress reliever, signifying the International President's theme.

IPDG Paul Steinfert gave all attendees a copy of “**Blueprint for a Stronger Club**” and “**Club Quality Initiative**,” briefly reviewing the differences and strengths of each, and urged the clubs to consider using these tools. “Club Quality Initiative” can be accessed on line at [Club Quality Initiative | Lions Clubs International](#). Contact IPDG Paul for an online copy of “Blueprint.”

DG JoAnn Steinfert led an exercise in which the Lions in groups discussed “Why Lions aren't the default organization for community needs” and what we can do about it. Lions shared their results which will be compiled and included in the next newsletter.

Lunch time included time for the LCIF Silent Auction, Environmental Photo Contest judging, and opportunities to put change and bills into jars labeled with state entities (to be competed and donated at 6W convention).

PCC Lance Balding gave a report on LCIF, indicating we are in our last 5 months of the Campaign 100 which has raised almost \$260 million of the \$300 million goal. 6W is ahead on our goal with \$12,345 donated, and are closing in on our 100% club donation goal. (**Attachment D**)

IPDG Paul Steinfert reported as Service Chair/District Administrator (Attachment E), noting our reporting successes so far, but urging clubs to continue looking past Covid to serve in creative ways.

PCC Lance Balding reported as Leadership Chair, urging Lions to step forward to lead their clubs and our district with all the openings we have; he also reviewed the club elections process and schedule (**Attachment F**)

Dave Merritt gave a 6W convention report and handed out a draft registration form. Convention is April 29-30 in Glenwood Springs, and the district is heavily subsidizing the event. The finished registration form and related information will be emailed to all clubs within the week and will be in district and MD newsletters.

Zone and Club Reports: Glenn Stanko announced the GJ Carnival on Feb. 19 at Two Rivers, Clifton Chili Dinner April 23, and the Llamas and Lions April 2 at Fruita Coop. (Fruita Farm Days). Bernita Dove presented her 1st graders flag program on behalf of Redlands: presenting a flag with brochure about the flag, protocols, respect...

Whitney Smythe-Smith (Marketing and Technology) Website is built and we're waiting for permissions. Our new FB page (Western Colorado Lions – 6W) is up and going. In response to a question, we are not looking at Instagram soon, because of our general demographics—need to make what we have more functional.

RMLEIF report: Ed Smith presented a report from him and trustee Bob Johannes about the Orbis Flying Eye Hospital and other RMLEIF progress (**Attachment G**)

Council Chair Holly Rutherford-Allen spoke from Zoom to the meeting, thanking us for our service and our participation in LCIF. She also made a pitch for us to attend the MD Convention in Canon City May 13-14.

DG JoAnn Steinfort gave a synopsis of the new plan for our **Eye-glass Recycling Program**, explaining the levels of responsibility for clubs, region, etc., and introduced Ruby Cooper, our Walmart Lion, who will work with the district however needed in lensometer training and shipping glasses through Walmarts to a regional recycling center in Texas. The district Plan will be emailed to all clubs and will be in newsletters

PDG John Ballagh indicated that the Rocky Mountain Lions Eye Bank annual report is out, and highlighted that we had 2632 donors and 2288 corneas distributed for transplant in the past fiscal year; i.e. 7 a day are donated and 6 a day are move out.

PDG John Ballagh announced the **Speech contest**. He urged clubs to get the word out in schools and anywhere we can find high school students, and not to forget taking pictures of students with a Lions banner or emblem. He prefers we have it live at convention. Details will be mailed out.

FVDG Dave McIlroy reported on the **Colorado Lions Foundation**, of which he is a trustee. What does it do? It's like LCIF but closer to the Lions in the district. It has funded projects like Redlands Community Center boiler and swamp cooler; it funds the Schuyler Foundation Scholarship. Humanitarian and Anne Sullivan awards help fund causes, as do any donations. CLF pulled in ½ million in the past year (on paper). It is working on monies to Marshal Fire: CLF collects and turns around to relief—Boulder County Community Fund. Dave announced he is term limited—we need a trustee.

IPDG Paul Steinfort reported on the work of the **Constitution/ByLaws/Policy Manual committee (Attachment H)**, indicating there will be a proposal to amend the Constitution/ByLaws at the convention. He then highlighted the proposed revised Policy Manual which had also been emailed in advance to the cabinet. His motion to adopt the revised manual was seconded by RC Don Chapman and approved unanimously (**Policy Manual will be Attachment I, as required to be part of the minutes**), but will also be sent to clubs independently)

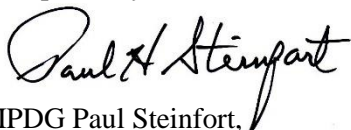
IPDG Paul Steinfort reported from PCC Dave Parker that there will be two (**2**) **\$2,500 Schuyler Scholarships** for each district, and are up on the MD6 website.

IPDG Paul also announced that the Eagle Valley **Leo Club** is now a virtual club with members in various district communities, including some Boy Scouts, who will gather service credits as both scouts and Leo's. Lions are encouraged to get their teens signed up and serving—micro-service projects are often the preference of any Lions or Leo clubs rather than a large-group activity.

DG JoAnn closed with by sharing how rewarding being a DG is, and how welcome so many clubs have made her feel. She urged Lions to consider stepping up into leadership that leads to being a DG.

DG JoAnn adjourned the meeting at 2:25 p.m.

Respectfully submitted,



IPDG Paul Steinfort,
District Administrator
On behalf of CS Charles Wallis

ATTACHMENT A

		Budget (7-1-21 to 6-30-22)									
Budget Item	2021-2022 Budget	Actual	1/21/2022								
1	Income			Notes							
2	Membership Dues			Jul 2019					Jan 2020		
3	Convention Dues (\$1/Mbr Semi Annually)	\$ 1,400	\$ 1,241.00	710	Members	\$ 1.00	\$ 710.00	690	Members	\$ 1.00 \$ 690.00	
4	State Dues (\$7.825/Mbr Semi Annually)	\$ 10,955	\$ 9,717.03	710	Members	\$ 7.825	\$ 5,555.75	690	Members	\$ 7.825 \$ 5,399.25	
5	District Dues (\$6/Mbr Semi Annually)	\$ 8,400	\$ 7,446.00	710	Members	\$ 6.00	\$ 4,260.00	690	Members	\$ 6.00 \$ 4,140.00	
6	Total District Membership Dues	\$ 20,755	\$ 18,404.03								
7	LCI GAT Funds										
8	MD6 club & member relief										
9	Checking	\$ 8,305									
	Miscellaneous	\$ -	\$ 111.00							Lunch & Camp	
10	Total Income	\$ 29,060	\$ 18,404.03								
11											
12	Expense										
13	District Officer Meeting, Travel &										
14	District Governor	\$ 500	\$ 49.82								
15	Awards	\$ 500									
16	IPDG										
17	1st Vice Dist Gov	\$ 1,000	\$ 441.00							Meetings/expenses, .50 per mile	
18	2nd Vice Dist Gov	\$ 300								Meetings/expenses, .50 per mile	
19	Dist Gov International Convention	\$ 1,000									
20	Dist Gov Elect Spouse Travel to Int'l Conv.	\$ 1,000								Montreal	
21	Cabinet Meetings	\$ 750	\$ 239.35							31.58+57.77+150.00	
22	Cabinet Secretary	\$ 200								Meetings/expenses, .50 per mile	
23	Cabinet Treasurer	\$ 250	\$ 175.00							Meetings/expenses, .50 per mile	
24	USA/Canada Forum	\$ 500	\$ 500.00							Mileage for JoAnn since Dave didn't go	
25	Paul Barbour Scholarship	\$ 400								Registration	
26	VDG area training	\$ 300									
27	Region & Zone Training	\$ 900									
28	Zone/Region Chairpersons	\$ 1,500	\$ 961.98							Meetings/expenses, .50 per mile	
29	District Chair persons	\$ 500	\$ 71.00								
30	Total District Officer Meeting, Travel & Misc.	\$ 9,600	\$ 2,367.15								
31	Committees/Programs/Chairpersons										
32	Constitution & Bylaws	\$ -									
33	Diabetes	\$ 100									
34	Environmental Services	\$ 150									
35	IT/website	\$ 100									
36	Peace Poster Contest	\$ 350	\$ 200.00								
37	Pediatric Cancer	\$ 100									
38	Speech Contest	\$ 600									
39	Vision Services	\$ 300	\$ 97.00								
40	Youth Services	\$ 100									
41	Member Assistance	\$ 1,000	\$ 134.54								
42	Service Relief	\$ 2,000	\$ 200.00								
43	Total	\$ 4,800	\$ 631.54								
44	Global Action Team District										
45	Global Leadership Team (GLT)	\$ 400	\$ 61.00								
46	Global Membership Team (GMT)	\$ 600									
47	Global Service Team (GST)	\$ 100									
48	Total District Global Action Team District Coordinators	\$ 1,100	\$ 61								
49	Membership Dues Payable										
50	Convention Fund	\$ 1,400									
51	State Dues	\$ 10,955	\$ 5,559.30								
52	Total Membership Dues Payable	\$ 12,355	\$ 5,559								
53	Miscellaneous										
54	Lions Clubs International Foundation (LCIF)	\$ -									
55	Legal and Professional Fees	\$ 100									
56	Office/General Administrative Exp	\$ 750	\$ 273.98							Checks, Quick books, printer ink, postage, PO box fee, \$10 to Convention fund to activate	
57	Colorado Secretary of State	\$ 30	\$ 10.00								
58	State Directory Expense	\$ 125	\$ 99.23								
59	Other	\$ 200	\$ 65.00								
60	Total Miscellaneous	\$ 1,205	\$ 448								
61	Total Expense	\$ 29,060	\$ 9,067								
62	Net Result (Total Income Less	\$ -	\$ 9,337								

ATTACHMENT B

6-W Treasurer's Report February 05, 2022

	01/29/2021	02/01/2022
Alpine Bank Checking (Operating) balance	\$ 33,378.81	\$ 19,742.75
Alpine Bank Convention fund balance	\$ 5,116.34	\$ 10,681.34
Alpine Bank Savings account balance	\$ 12,438.09	\$ 0.00
Colorado Lions Foundation	\$ 0.00	\$25,000.00

Reminders were sent out on February 1, 2022, for the nine clubs that have not paid second half dues for the 2021-2022 year. The outstanding balance of those clubs is \$2,535.93.

There are no outstanding bills to be paid.

There is one outstanding check written in December for \$200 to the winner of the Peace Poster contest that has not cleared the bank.

At the District 6W Cabinet meeting on October 20, 2021 a motion was made and passed to invest \$25,000 with the Colorado Lions Foundation, taking all the money from the savings account (and closing it) and the remainder from our checking account balance. The funds in the savings account were transferred to the 6W checking account and a check for \$25,000 from the 6W checking account has been sent to the Colorado Lions Foundation to be invested. The savings account is now closed.

A copy of the district budget vs. actual has been sent to all clubs.

Please use the new expense form for all expenses. Send requests for reimbursement to DG JoAnn Steinfert for approval.

Respectfully submitted,

Ed Smith
6-W Treasurer

ATTACHMENT C

District 6w Cabinet Meeting 6W District Governor Report Lion JoAnn Steinfort 2021-22

February 5, 2022

We're well past the halfway point in the year, and it's been quite a journey. I have been able to personally visit all 28 clubs – some twice – and have worked with members of the clubs in various ways. I am excited about what our 6W Lions are doing. You have been able to see many of our successes in the newsletter, and we will continue to keep you updated in future issues.

Thanks to our Lions, we are well on our way to exceeding our goals in Membership, Service, and LCIF support. In fact, as of today, we are down only 5 in membership, which is quite an improvement over recent years. Clubs recruit well in the spring, so we have a great opportunity to finish strong, as long as clubs don't give up and start dropping people. We will be doing 2 exercises this morning to help strengthen and encourage our membership.

Our Service and LCIF Coordinators will share successes in their areas after lunch.

I'm excited about the upcoming convention in Glenwood Springs. We've had some meetings by Zoom with a steering committee and think we have a great package for your weekend there. We are heavily subsidizing the convention, as you'll see, and we have an outstanding International Director from British Columbia as our guest.

In many ways, Covid has restricted the activities of some of our clubs in District 6W, but many of our clubs have not let Covid serve as an excuse to hibernate but as a reason to change and adapt. I salute these clubs. Let's continue to adapt and find ways to serve.

I ask each of you to consider stepping up and finding ways to serve in leadership positions. And the Lions in your club and district need your leadership.

Serving and leading can be so rewarding if it's done from the heart. That's why our international President Douglas Alexander picked "Service from the Heart" as his theme. And to encourage you to finish strong, continue to serve, and step up to lead through our last 5 months, I'd like to present you with these little "Service from the Heart" hearts as a reminder—and by the way, they are great stress relievers!

Thank you from my heart for what you do.

ATTACHMENT D

LCIF

6-W Cabinet Report

February 5, 2022

It is finally here! The last 5 months of Campaign 100! We will be putting LCIF on everything that we do during these last months of the Campaign, the 300 Million dollar goal is in sight, and we are all needed to make it a reality. As we all talk to our Clubs, and to our other Lions friends in our communities talk about all that we do accomplish with LCIF.

I am pleased to announce that District 6-W is ahead of donations from last year. As of the end of December we have donated \$12,345.00. we give sincere thanks to those Clubs and Individuals who have donated. However, we have only met 58% of the goal LCIF has placed upon us

There are many of our 6W Leaders who have not donated to LCIF as a part of the Campaign 100. If you have made one or more donations thank you! If you have not, please give the idea of a donation some thought. LCIF has given us the goal of having 1% of our members make donations. We are there in 6-W and must thank those individuals who have made donations outside of the Club. Last Lions year 6-W was a 100% Club donation District. Lion DG JoAnn has set this as her goal for this year as well.

Remember all the good that your Foundation does including over 2 Million dollars received here in MD-6 and 6-W in the form of grants back to our programs, disaster requests and other needed things we could not do without the help of LCIF.

Please go back to your club and help pump up our final push for Campaign 100. Also, don't forget to give thought to the Lions Legacy Program where you leave a little or a lot of money to LCIF upon your passing. A donation of 1 million dollars was just given by an individual in Nebraska. Legacy donations are for any amount, and need not be a special part of your will. In other words the family is not obligated to honor it if they wish not to.

As your District 6-W Coordinators Lion PDG Paul Steinfort and I urge you to contact us for anything concerning this Campaign 100 program. Thank you for your support, and hard work to make MD-6 better for what you do!

Yours In Lionism

Lance L Balding, PCC, Paul Steinfort PDG
6-W LCIF Coordinators

ATTACHMENT E

GLOBAL SERVICE COORDINATOR/6W ADMINISTRATOR REPORT TO DISTRICT 6W CABINET MEETING 2.5.22 IPDG PAUL STEINFORT

I'd like to report as both district service chair and district administrator, since there's a great deal of overlapping in responsibility.

I've enjoyed helping club officers in their service reporting this year. We are doing a super job in reporting. 100% of the clubs have reported at least one activity, with almost half reporting more than two per month. Several clubs are doing fantastic work with new officers learning how to report. Keep checking out the newsletter for more specifics.

Please remember: the primary responsibility for reporting is the club service chair, so make sure you elect this officer to your board—someone good on the computer. Secretaries and Presidents can also report. Perhaps the most versatile Lion in your club could be the person you appoint as Club Administrator, who can not only report activities, but also change club and member information along with the secretary and president.

If we can get all these Lions working as they should in the clubs, it cuts down on my tasks, especially when I have to do the monthly membership reporting for a number of our clubs.

I follow Lions and clubs all over the United States and have been impressed by the service success by so many of them. One club in Hawaii, for instance, reported over 100 activities in ONE MONTH alone. Mostly what I notice, though, is the great number of clubs that have adapted to the changes that Covid has brought us. Most of these changes are not temporary.

Referring to something Governor JoAnn said, I believe it is time to stop using Covid as an excuse not to meet, not to serve, not to grow, not to involve ourselves in our communities. We can adapt, we can change to meet a changing society and world. I salute the 100's of clubs around the country who have become creative and pro-active in their service and leadership, and challenge 6W to put on their collective creative thinking caps and look for new ways to be Lions. And hopefully, we won't need another pandemic to convince us to adapt next time.

Thank you for your service.

ATTACHMENT F

Global Leadership Report
6-W Cabinet meeting
February 5, 2022

As reported in our previous cabinet meeting reports, Leadership is an ongoing program within our District, within our Clubs and with each of us as members of our families and our communities.

In Lions, this is the time of year where we start thinking about our future Club and District Leader pool. Our current Club and District officers are doing a great job, our clubs are healthy and helping their communities. (At least as much as COVID allows!)

Election of officers for this next Lions year are in the first stage as we hold this Cabinet meeting. You need to establish a Nominating Committee by March 1st. Notice of slate of officers for the 2022-23 year should be given to your club by the end of March. Elections should happen in April. (a 14 day notice of proposed slate of officers should be sent to all members prior to the election date.) Inform your new officers on My LCI by May 1st.

Don't forget that our current and past Club and District officers need to be thinking of the positions on the District 6-W cabinet. Your incoming District Governor is looking for great leaders to help with his year, and we still need someone to step into the Vice District Governor positions.

The District Leadership Team will put together a training schedule for new and returning officers in May and June. We will announce the schedule at a later date. We are able to do in person training by Zone/ or by Zoom on line. If need be, we would even train a club alone on a Zoom meeting if it would be helpful. However, we would ask that the full Club officer team try to make the meeting.

Training is also available on the LCI [My Lion](#) by getting into the LCI Learn Center. There are over 30 different courses available to members. If you have a candidate that is not certain of the duties of the office, there is a course for them to look at. They are all about 15 minutes in length, and you can't flunk! New officers can gain a lot from reviewing and taking these courses

A list of officers to be elected, and their duties are available upon request.

Lastly, this is the perfect time of the year to revisit or start to put together your Club excellence application. As mentioned earlier in the year this is the annual report to LCI which shows our current years, membership, leadership, service to your community and LCIF growth. If you have all the information including a membership increase, your club can be rewarded by LCI.

Have a wonderful end to this Lions year as leaders of your Clubs and District. For now remember **ALL LIONS ARE LEADERS** as they serve to make their community a better place for all.

Lion Lance Balding, PCC
6-W GLT Coordinator

ATTACHMENT F (b)

ELECTIONS OF OFFICERS

SCHEDULE and GUIDELINES

Nominating Committee appointed by March 1

Slate of officers recommended in March.

Elections in April (at the latest)

Members should have a 14-day notice of proposed slate before election

Report your officers on MyLCI by May 1

There is NO requirement to have 1st and 2nd Readings. But as long as the above schedule is followed, it wouldn't be a problem.

Training will take place after May 15, generally virtual, possible some in-person

WHO ARE YOU ELECTING?

CLUB OFFICERS AS OF 2017

President

1st VP (Leadership Chair)

Membership Chair

Service Chair

*(these 4 make up your
Global Action Team)*

Secretary

Treasurer

Imm. Past President (default LCIF Coordinator)

2nd VP (if any)

Marketing Communications Chair

YOUR ENTIRE BOARD OF DIRECTORS INCLUDES THE OFFICERS ABOVE plus any of the following local and **OPTIONAL** positions:

LION TAMER

TAIL TWISTER

ELECTED DIRECTORS

BRANCH PRESIDENT

SAFETY OFFICER

CLUB ADMINISTRATOR is an extremely important position, can be on the board. This Lions backs up the secretary in all ways, but particularly on the computer with MyLion and MyLCI.

ATTACHMENT G

ROCKY MOUNTAIN LIONS EYE INSTITUTE REPORT

FLYING EYE HOSPITAL EXTENDS OUR IMPACT



The Orbis Flying Eye Hospital is a specially converted DC-10 aircraft—the world’s only airborne ophthalmic training facility—making it possible to bring ophthalmic training to communities throughout the world. On board and in local hospitals, the Orbis International team and volunteer staff provide hands-on training to local eye care professionals and convey the latest medical knowledge to treat patients and restore sight.

Volunteering with the Orbis Flying Eye Hospital since 2018, recently, Malik Y. Kahook, MD, professor of ophthalmology at your Rocky Mountain Lions Eye Institute, became chair of the Orbis Medical Advisory Committee. As chair of the committee, Kahook will focus on the practices offered on the Flying Eye Hospital and seek ways to improve its services in developing countries worldwide.

Orbis is a global non-profit, focused on improving eye care globally. That focus is much the same as the Lions International Foundation SightFirst service initiative. Both work to reduce global blindness—including delivering eye care services, building or strengthening eye care facilities, training professionals and building awareness about eye health in underserved communities.

The Lions of Colorado and Wyoming can be proud that the vision saving work at your Eye Institute now extends far beyond the confines of our states. With your continued involvement and support your global impact has a bright future.

It is an honor to represent the Lions of 6 West on the Rocky Mountain Lions Eye Institute Foundation. Our personal involvement opportunity, supporting the great work taking place at your Eye Institute through your Foundation, brings us both a great deal of personal satisfaction.

Sincerely,

Bob Johannes and Ed Smith

District 6 West

Rocky Mountain Lions Eye Institute Foundation Trustees

ATTACHMENT H

Constitution/ByLaws/Policy Manual Report
District Cabinet Meeting Feb. 5, 2022
IPDG Paul Steinfort, Chair

Our Constitution/ByLaws/Policy Manual team has been meeting by Zoom since November. It is comprised of IPDG Paul Steinfort (Chair), DG JoAnn Steinfort, FVDG Dave McInay, PCC Lance Balding, Cab. Treasurer Ed Smith, Zone Chair Dave Merritt, Cab. Secretary Charles Wallis.

First, let me announce that we will be proposing some major changes to the District Constitution and ByLaws for a vote at our convention on April 30. We are looking for the best format to present these changes and create a ballot. The changes can be categorized as follows:

- a. Changes required by LCI (not voted on here)
- b. Grammatical changes
- c. Clarifying and simplifying wording
- d. Change methods of notifications from cable, fax, etc, to simply letter or electronic means
- e. Major changes in things like qualifications of Zone/Region Chair, some duties of officers and cabinet, eliminate section on MD finances and work relevant parts into the district section, etc.

We should have this in the hands of all the club as close to March 1 as possible.

TODAY, we are presenting a revised District 6W Policy Manual to be approved at this Feb. 5 Cabinet Meeting. It was sent out to all the cabinet and district chairs, as well as anyone else who had indicated they would attend the cabinet meeting.

Although everyone has had a chance to review it, I would offer this summary of changes:

1. Changed wording on “purpose and revisions” to clarify and reduce wordiness.
2. Adjusted the text on our reimbursement policy to reflect accuracy and clarity.
3. Added the reimbursement form.
4. Eliminated “District Convention Fund” section—already in the ByLaws.
5. After “committees section,” added district representatives to our state entities with a brief overview of election procedures.
6. Instead of overhauling “Budget and Finance” section—which showed inaccurate procedures and micromanaging—we substituted a “Budget and Finance Procedures” with more realistic and more user-friendly guidelines.
7. Simplified “Appropriation of and Reclaiming Club Paraphernalia” section.

The new policy manual will go into effect immediately as per guidelines, will be an addendum to this meeting’s minutes, and will be emailed to the clubs.

ATTACHMENT I

DISTRICT 6 W
Lions of Colorado



POLICY MANUAL

February 2022

TABLE OF CONTENTS

POLICY MANUAL PURPOSE AND REVISIONS	3
EXPENSE REIMBURSEMENT POLICY	4
DISTRICT 6W EXPENSE REIMBURSEMENT FORM	5
STANDING/AD HOC COMMITTEES & STATE ENTITY REPRESENTATIVES	6
ELECTION PROCEDURES FOR STATE ENTITIES' BOARDS	7
DISTRICT BUDGET AND FINANCE PROCEDURES	8
APPROPRIATING/RECLAIMING CLUB PARAPHERNALIS.	9

POLICY MANUAL

PURPOSE

The District 6W policy manual serves as a resource of suggested practices, procedures, and guidelines for our district, and it supplements information in our district, multiple district, and international constitutions and by-laws.

REVISIONS:

The Policy Manual Committee will regularly review the Policy Manual, review proposed revisions it receives, and propose revisions to any announced 6W Cabinet meeting- Revisions require a majority vote of the 6W Cabinet members, if a quorum is present. Approved revisions go into effect immediately, and shall be included in the minutes of the cabinet meeting. A revised manual is to be available electronically to members of each new cabinet, and to any district Lion as requested.

EXPENSE REIMBURSEMENT POLICY

Meal, Lodging and Mileage Expense Reimbursement Rates

- Meals: \$25.00 per day
- Hotel: \$80.00 per day, limit of one night, unless otherwise approved by the Cabinet
- Mileage \$.50 per mile

Requests for Expense Reimbursement must be approved by the District Governor and then paid by the District Treasurer. The District 6W Reimbursement form will be used. Copies of District Governor approvals will be maintained by the Treasurer for audit purposes for two additional years. All such reimbursement requests must be submitted by June 1 of each year.

The district budget will contain a budget line item for the total allowable expense amounts for each cabinet position. The District Governor, the District Treasurer, or the District Cabinet, will communicate the purpose for each budgeted amount.

DISTRICT 6-W EXPENSE REIMBURSEMENT FORM

Attach Receipts

Name: _____

6-W Title: _____ Submission Date: _____

Send Reimbursement To:

PO Box/Street Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____

Expense Date(s): _____ Traveled To: _____

Reason: _____

- Auto Expense: _____ miles @ \$.50 per mile = \$_____. _____
- Lodging Expense _____ nights @ \$80 per night = \$_____. _____
- Meal Expense _____ days @ \$25 per day = \$_____. _____

Other Expense(s): (List and Explain Each Individually, Attach Separate Sheet If Necessary)

_____ \$ _____

_____ \$ _____

Total Expense Reimbursement Requested: \$ _____

District Governor Expense Reimbursement Approval:

Date: _____ Name: _____

Signature: _____

District Treasurer Info:

Date Paid: _____ CK #: _____ Amount: \$ _____

STANDING/AD HOC COMMITTEES and STATE ENTITY REPRESENTATIVES

Committee chairs and district representatives to our “state entities” are expected to update the Lions and seek support for their areas of interest during the year through club visits (when possible), cabinet reports, newsletter articles, Facebook, and other appropriate means.

District 6 W standing and ad hoc committees may include:

- Budget and Finance Committee
- Childhood Cancer
- Convention
- Constitution and By-Laws
- Policy Manual
- Diabetes Service
- Environmental Service
- Hunger Service
- Information Technology
- Marketing Communications
- Vision Service
- Peace Poster
- Speech Contest
- Used eyeglass recycling
- International youth camp

STATE-SUPPORTED ENTITIES

The five (5) state entities are Colorado Lions Camp, Colorado Lions Foundation, KidSight, Rocky Mountain Lions Eye Bank, and Rocky Mountain Lions Eye Institute Foundation. Members of their boards of trustees or directors representing the district are elected at the district conventions, as are members of the Schuyler Educational Scholarship Committee.

Following is a summary of election requirements for these entities; changes in their guidelines or bylaws will automatically be changed in our policy manual.

ELECTION PROCEDURES FOR STATE ENTITY BOARDS:

- A. In general, Lions seeking these positions will send letters of intent (or self-nomination) and club endorsement/support to the Board President of the appropriate entity (or Executive Director for KidSight) AND to the District Governor who will forward them to the chairperson of the district nominating committee to place into nomination at the convention. Candidates must be Lions in good standing of a club in good standing.
- B. If a seconding speech is desired at the convention, it shall be no longer than 3 minutes. Written ballots are not necessary, and a majority of votes cast or a vote by acclamation will determine the winner.
- C. Any vacancy in a term for one of these positions will be filled by the CURRENT District Governor. Trustees/directors seeking to continue into a new term will also go through the election process.
- D. Lions seeking election should contact the leadership of the entity for more information. Two (2) full terms will be the limit to be served, unless an entity indicates otherwise.
- E. Some additional election guidelines specific to certain of these entities are as follows:

COLORADO LIONS CAMP (CLC): There will be two trustees from District 6W elected for 3-year terms, which end in 2022 and 2024 respectively at this writing.

COLORADO LIONS FOUNDATION (CLF): There will be one trustee from District 6W serving a 3 year term starting in 2022. The letter of club support would include the resolution (minutes) indicating the support. The Foundation requests notice of nomination to the Foundation Secretary prior to 30 days before the convention. There is also a 3-year at-large term. Candidates shall have served a full term

- A. Either as President, Treasurer or Secretary, or member of the club's Board of Directors for at least (2) yrs. OR B. As a District Zone Chair, Vice District Governor, District Governor, Cabinet Secretary, or Treasurer.

KIDSIGHT: There will be two trustees from District 6W, one serving a two-year term (2022-24) and one serving a 3-year term (2020-2023). KidSight requests letters of intent and support be sent prior to 30 days prior to the convention. Candidates must have served as President of their club. It is assumed that the District Governor and KidSight Director will consult about all candidates for openings and vacancies.

ROCKY MOUNTAIN LIONS EYE BANK (RMLEB): There will be one director from 6W for a 3-year term (currently 2021-24), although Colorado also has an at-large position (term 2022-25). Letters need to be in appropriate hands at least 30 days prior to the district convention. One copy of the documents needs to be in the hands of the RMLEB administrative assistant at the RMLEB mailing address. There are ALSO two Colorado "at large" seats that can be filled by Lions from 6W or any other district. Guidelines are the same except documents will go to the Council Chair instead of District Governor. These seats are voted upon at the MD Convention. Terms at this time are 2022-25 and 2020-23.

ROCKY MOUNTAIN LIONS EYE INSTITUTE FOUNDATION (RMLEIF): There will be two trustees from District 6W serving 3-year terms (currently 2022-25 and 2021-24). RMLEIF also uses a 30-day prior notification to the appropriate officers for candidacy. RMLEIF identifies "club support" as a letter from the secretary of the candidate's club certifying the candidate's qualifications and club endorsement.

SCHUYLER EDUCATIONAL SCHOLARSHIP COMMITTEE: There are 2 trustees from District 6W, each serving a staggered two-year term. The work of the committee takes place mostly after Jan. 1 and most of the work is done virtually. Each district will have an equal number of scholarship recipients. There are no other specific qualifications for a trustee.

DISTRICT BUDGET AND FINANCE PROCEDURES

1. The 1st Vice District Governor (DGE) shall appoint and chair a Budget Committee to prepare a District Budget for the following year and to review District financial records. The budget should be presented to the first Cabinet meeting of the new year for approval. The Committee should include outgoing and incoming Cabinet Treasurer, the incoming 1st VDG, and the outgoing District Governor.
2. If possible, the budget should include line items to assist the District Governor and spouse, and District Governor-Elect's spouse to attend the International Convention. If possible, funds should be made available to the incoming DG to help cover expenses to the USA Canada Forum and other leadership training events.
3. The Cabinet Treasurer will prepare and submit annual Federal and Colorado documents and/or tax returns as required in a timely manner.
4. The Cabinet Treasurer will maintain a set of financial records of all the income received and all expenses paid during the fiscal year. Record-keeping using a computer spreadsheet program is the preferred system for recording District transactions. Paid invoices, receipts or approved vouchers shall be maintained to support District expense records and for use during review of district finances for seven years.
5. The Cabinet Treasurer will ensure all receipts and expenditures are completed, and reconciled, by July 10, with all funds made available to the new treasurer and new bank accounts in a timely manner.
6. The Cabinet Treasurer will provide a treasurer's report as well as a balance sheet comparing income/expense-to-budget for each cabinet meeting to review. Treasurer reports are for review and are not voted upon.
7. In order to maintain timely payment of district dues by district clubs,
 - A. The Cabinet Treasurer will invoice each club by July 10 and January 10, respectively.
 - B. The Cabinet Treasurer will send electronic non-payment reminders to club treasurers at 30 and 60 days.
 - C. After 60 days, the District Governor will assign Vice Governors or Region/Zone Chairs to follow up with clubs to ensure payment of dues.
8. If purchases are to be made at the LCI Store by the District Governor or Cabinet Secretary/Treasurer, based on district budget, these are the steps to follow:
 - A. Log-on to Member Portal and go to "SHOP"
 - B. Purchases are billed to District on monthly LCI District Invoice
 - C. Cabinet Secretary/Treasurer sends District Governor an electronic copy of sales order indicating expense account
 - D. District Governor indicates payment approval on electronic copy of sales order
 - E. District Governor payment approval sent to Treasurer
 - F. District Cabinet Treasurer pays LCI invoice
 - G. Designated District officers may choose to order materials from the Store, charge to his/her personal account, and submit reimbursement requests through the District Governor to the Treasurer, with receipts.

CLUB PARAPHERNALIA

Appropriating Club Paraphernalia

Club paraphernalia may be appropriated by visitors to encourage fun and future club visitations, but only under these conditions:

- a. Items can only be appropriated from a regular meeting of a Lions or Leo Club (i.e., not from club's charter or anniversary meeting, nor from any zone, region, district, state, or international meeting where such paraphernalia is used).
- b. There will be no appropriation of any club item prior to the official start of the meeting or after the official adjournment of the meeting.
- c. Only one (1) item on the following list may be appropriated from a host club by any visiting individual or club: bell, gavel, tail twister pot.
- d. All monies in the tail twister pot are the property of the club owning the pot.
- e. The visitor does not have to remove the item from the meeting room to consider it appropriated. Once the item is in the hands of the visitor, the host club must allow it to remain in the visitor's possession.
- f. If 5 members of the visiting club are in attendance, one item on the list can be requested from the host club and must then be presented to the visitors without question.

Reclaiming Appropriated Club Items.

The secretary or president of the visiting club must notify the host club president within one week of the appropriation, with times and places of visiting club's next two meetings. A return visit by 2 or 3 members of the host club to the appropriating club shall generally be considered the district standard to reclaim the item.

Upon compliance with the standard requirement, the appropriated item will be returned immediately and there will be no penalty or exchange of money. The item shall not be altered or defaced in any way. If this occurs, then replacement at the expense of the appropriating club is required.