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Minutes

Past Lieutenant Governors' Annual General Meeting

Quebec City, Friday, May 19, 2023

1.0 Chairperson Sharon called the meeting to order at 3.04 pm

Chairperson's welcome – chair Sharon welcomed and thanked all for attending extending a warm welcome to Governor Anthony Hailey, Governor-Elect John Chave, Vice Governor Pam Rodney White, Vice Governor Elect Cynthia Blackman, and Immediate Past Governor Jim Scott, Past Governor's committee chair Robert Spellen, Past Governors Phil Rossy, Deloris Lewis and Robert Moo Young, Janet Atkinson, Joanne Murray and Melford Clarke.

2.0 Approval of the Agenda: M. Lloyd Distant Jr. 2. Glen Pushman

3.0 Approval of the minutes: M. Marjorie Buck 2. Linda Jarvis

Matters arise from the minutes Ed Kelly ask about the PLG dues.

Chair Sharon said there are no dues the decision and approval were done PLG executive meeting and presented at the AGM meeting last year.

4.0 Chairman Report

Greetings PLGs!

I love the quote by *Feedingchildreneverywhere.com*, which states, **“The heart of a volunteer is not measured in size but by the depth of the commitment to make a difference in the lives of others”**. This speaks so much to us as Kiwanians and to our team of PLGs who continue to serve, with the sole aim of improving the life of a child, adolescent, and/or adult.

Your Executive team, comprising of Chair DLGE Sharon Williams, Vice Chair DLGE Kermitt McGann, Immediate Past Chair PLG Rick Brooks, Secretary DLG Garnell Kemp, and Treasurer PLG Marj Buck, feels quite privileged and honored to have been given the awesome opportunity of representing our dedicated and hardworking team of Past Lieutenant Governors. Since taking office on October 1, 2022, we have held (3) Executive Committee meetings and hosted (2) webinars for all PLGs within EC&C. The Executive meetings focused on discussing the execution of key activities such as recognition of Ray Allen Memorial Nominees and Winner; further enhancing the look and building out the content of our PLG website; and reviewing our Policy document and agenda items for our Annual General Meeting (AGM). Also, with the introduction of our Quarterly meetings and Newsletters, the team discussed topics to be covered in both areas.

The Executive team is grateful for your participation in our quarterly meetings. For the 2nd Qtr. meeting held via Zoom on Tuesday, February 28, 2023, we had 46 PLGs in attendance. This meeting allowed us to provide updates on the Ray Allen Memorial Award nomination process, progress on the website, AGM on May 19, 2023, and the Newsletter.

We are now in the 3rd quarter of the administrative year and at our Executive meeting, we decided to merge the roles of Secretary and Treasurer. We also assessed the nomination forms submitted for the Ray Allen Memorial Award. As expected, the assessment of the applications was challenging, as all nominees deserve. We had (6) nominees, but one person had to be disqualified, as the required term of service as a PLG had not passed before the nomination was submitted. We extend congratulations to our Nominees and the Winner.

The Executive team expresses thanks to PLG Sheila Donald for agreeing to Chair our Nomination Committee. We are also thankful to PLGs Robert Normand and Pierre Liebert for assisting with the translation of our documents and Distinguished Secretary Karen Tomlinson for creating our Quarterly Bulletins.

Today we will be electing our Executive team for the admin year 2023/2024 and we wish for the team a successful and fulfilling year!

I would like to thank the members of our Executive team for their hard work and dedication, in serving our PLGs. This has been for me a great learning experience and an amazing opportunity to serve.

We look forward to what the rest of the year has in store for us, as we continue to serve our clubs/divisions and give back to our communities. Remember that ***“Belonging to Kiwanis means being part of a massive force for positive change in the world”***.

Bless up. Big up. Thanks, everyone!

5.0 Treasurer report: Marjorie Bucks, there is no change to the report of last year as shown in last year's minutes you all have in hand, however, \$89.20 is outstanding for the web page.

Treasurer Marjorie explains the Treasurer position is combined with Secretary/treasurer going forward for Treasurer one person can handle the position Secretary /Treasurer will hold the position.

Chair Sharon said the role of secretary/treasurer was approved by the committee and to add 1 or 2 directors. The new Executive team will now comprise of:

Chair, Vice-chair, Secretary/Treasurer, Director of Education. The Director of Education to assist the Executive Team.

Jim St Jules makes a motion to support the new Executive Board changes and position, Darren Creamer second.

Governor Anthony as if we have anyone from the Executive team to go to clubs. Chair Sharon said that's a good question, we are working with PLG because we don't want anyone to be left behind. The club comes to us for guidance.

6.0 Business Arising or Carried Forward:

6.1 Policy amendment approved at PLG committee meeting

6.2 PLG Website Update Ed Kelly asked about the website, Marjorie Buck explained the website is open and she and Gary Levine continue to work together. She has spoken with Gary and Allen Ure and all PLGs to send photos along with long-serving PLGs to send photos.

Marjorie also asks for Class photos. Ed Kelly asks if there is a cost Marjorie said at no cost. Marjorie said she was looking for LGs who move up to Governors, Ed Kelly asked how you knew if the Division has photos she said she had a few photos.

Visitor: Chair Sharon said before the new business she asked Phil to introduce his guest. Phil said his guess was his classmate Governor Gene Hinson from Michigan from 2016-2017 all extended a warm welcome to the Governor.

7.0 Nomination report.

Chair Sharon called nomination chair Shelia Donald for her report. Shelia said we are all leaders present and past and it was like pulling your teeth to find a person for the positions.

She explained the Secretary /Treasurer is combined due to we don't have to handle money anymore

8.0 Election of 2023-2024 Executives

Chair Shelia Donald proceeded with the election process

Kermitt McGann Nomination for Chair – nominated by Janet Atkinson 2nd Peter Tudisco with no other nominees, he was declared Chair 2023-2024.

Shelia said for Vice-chair there are two nominees Josey Louis-Joseph Division 27C and Garnell Kemp Division 22

Shelia asked Josey Louis-Joseph to stand he was not in attendance, she asked for a nominator, and 2nd again no show.

Shelia asked for the nominee Josey Louis-Joseph's name to be stricken from the election the decision was in favor of all.

Garnell Kemp nomination for Vice-Chair – nominated by Shirley Bradley 2nd Hope Markes with no other nominee Garnell Kemp was declared Vice-Chair 2023-2024

Shelia said Rick Brooks was unable to attend in person but consented by email to the position as Secretary/Treasurer - nominated by William (Bill) Downde 2nd Martin Mann with no other nominee Rick Brooks was declared the Secretary/Treasurer 2023-2024.

Shelia asked for nomination for 1 director - Jay McLaren nominated William (Bill), 2nd Governor Anthony Haile – with no other nominee William (Bill) Downde declared Director 2023-2024

Shelia Donald thanks everyone and turns the meeting over to Chair Sharon.

Immediate Past Chair Sharon congratulated the new Executive team Chair Kermitt, Vice-chair Garnell, Secretary/Treasurer Rick, and Director William (Bill) followed by thanking the past Executive team 2022-2023 Secretary Garnell, Vice Chair Kermitt, Treasurer Marjorie, IPP Rick, Robert Normand, and Pierre Philibert for the translations with a token of appreciation.

9.0 Acceptance & New Business

Chair Sharon turned the meeting to chair Kermitt McGann who thanked the members for having the confidence in electing him as chair and will do his endeavor best in his role as chair. He also thanks the elected officer 2023-2024 Vice Chair Garnell Kemp, Secretary/ Treasurer Rick Brooks, and Director William (Bill) Dowdne.

Chair Kermitt said the unity with one motive for the committee will continue as we look for areas for dialogues.

9.1 New Business

Chair Kermitt asked are there any issues or concerns from the floor.

9.2 IP Chair Sharon said copies of the latest PLG newsletter are at the back of the room pick up a copy as they leave. the meeting.

Ray Allen's concerns and issues

Barrington Whyte - The scoring of the Ray Allen Award should be consistent with the intent of the award.

Hollis Francis - The language needs to be tightened to reflect that PLGs should be still active after 5 years at the Club, Division, or District level.

If active participation is a requirement on every level, then a division would not properly consider a candidate who is not active on one or more levels. The current wording indicates that the candidate must be active on all 3 levels. This may not be the entry and it should not be.

Chair Kermitt said both are valid points and the executive will revisit the application and requirements. and get back to the committee.

Charles (Chuck) McIlravey said the requirements for the Ray Allen Award the same over the years the wording has not changed.

Chair Kermitt said the scoring is very diverse.

Chuck said the nominee might not be active in the club but in the Division and District

He advises the executives to go back to the original requirement for the Ray Allen Awards.

Chair Kermitt said we have guests from the Past Governors committee headed by Chair Robert Spellen.

10.0 Adjournment

Chair Kermitt before turning the meeting over asked for an adjournment PLG committee AGM meeting

M. Darren Creamer 2. David Mann

The 1st half of the PLG AGM meeting adjourned at 3:55 pm.

Past Governor's presentation

Chair Kermitt turned the meeting to Chair Past Governors Committee Robert Spellen

Chair Robert Spellen thanked IP Chair Sharon for accepting the invite and Chair Kermitt for the extension of the PLG meeting.

Chair Robert Spellen said. Today, I stand before you to discuss a topic that holds great importance in the realms of leadership, governance, and the future of our organizations and institutions: succession. The concept of succession goes beyond the mere passing of power from one individual to another; it embodies the continuity, growth, and resilience of our endeavors. Whether it is in the corporate world, politics, or even within our families, succession planning plays a vital role in ensuring a smooth transition and a prosperous future.

Succession planning is not a new phenomenon. Throughout history, civilizations and empires have grappled with the challenge of transferring power from one generation to the next. From the ancient pharaohs of Egypt to modern-day business conglomerates, the process of succession has shaped the destiny of nations and the fortunes of organizations. However, in today's fast-paced and ever-changing world, the need for effective succession planning has become even more crucial.

Successful succession is not just about identifying a suitable heir or successor; it requires careful consideration and meticulous preparation. It involves identifying and nurturing talent, providing the necessary training and mentorship, and creating a culture that values continuity and learning. Effective succession planning ensures that the vision and values of an organization remain intact, even as new leaders take the helm.

One of the key benefits of succession planning is the preservation of institutional knowledge. Organizations accumulate a wealth of experience, expertise, and institutional memory over time. By facilitating a seamless transition, succession planning ensures that this knowledge is not lost but is passed on to future leaders. This continuity allows for a smoother decision-making process, reduced disruption, and the ability to build upon past successes.

Another advantage of well-executed succession planning is the promotion of diversity and innovation. By actively seeking out and nurturing talent from diverse backgrounds, organizations can tap into a wide range of perspectives, ideas, and approaches. This diversity of thought can fuel innovation, drive creativity, and lead to more robust problem-solving. Succession planning provides an opportunity to break free from the shackles of tradition and embrace fresh ideas and perspectives.

Succession planning is not without its challenges. It requires careful balancing of various factors such as

meritocracy, fairness, and transparency. Organizations must ensure that the process is based on objective criteria and not influenced by favoritism or nepotism. Moreover, succession planning should not be limited to a select few positions of power; it should be ingrained in the culture of an organization, allowing for growth and development at all levels.

In conclusion, succession planning is a vital component of effective leadership and organizational sustainability. By preparing the next generation of leaders, we can ensure a smooth transition, preserve institutional knowledge, and promote diversity and innovation. Succession planning is not just a task for a few individuals; it requires the collective effort and commitment of the entire organization. Let us embrace this responsibility and work together to build a future where the flame of success continues to burn bright.

Chair Robert asked for the handouts to be given out to The Past Governors' presentation **“Are You Ready to Be Governor”**

Chair Robert said 3 Past Governors will speak on various areas he calls

DG Deloris to speak on **The Duties of the Vice Governor** said the candidate

- Familiarization with the Kiwanis International and District Bylaws and Policies
- Familiarization with the Division vision locations of the Districts
- Chair the - Range Strategic Planning Committee (LRSP)
- Duties assigned by the Governor

Duties of the Governor-Elect

- Member of the district executive and Board of Trustees
- Mentor to the Vice Governor
- Attendance at the Governor-Elect training at Kiwanis International Headquarters in Indianapolis with the Kiwanis International President-Elect and Governors-Elect of the other Districts.
- Organization and attendance of the virtual Lieutenant Governor-Elect Training Session
- Oversight and attendance at the Lieutenant Governor training Conference before the District Convention
- Organization of the Education forums held at the District Convention
- District coordinator for the Service Leadership Program

Duties of the Governor

- CEO of the district and chair of the district Board of Trustees
- Mentor to the Governor-elect
- Manager of the class of Lieutenant governors of the district
- Manager of the district Chairs and Administrators
- Manager of the Program for the District Convention
- Official visit to the division in the rotation schedule for the year
- Mentor to the Governor-elect

Duties of the Immediate Past Governor

- Member of the District Executive and Board of Trustees
- Mentor the Governor
- Duties assigned by the Governor
- Presentation of awards and recognition for the accomplishments of the previous year at the district Convention

DG Deloris passes on to DG Phil to speak on **Financial Support**

- The Vice-Governor, Governor-elect, Governor, and Past Governor are financially supported in Canadian dollars to fulfill their duties and responsibilities by the District By-laws and Policies
- Using the 2022-2023 budgets as an example, the following amounts were provided for travel and allowance expenses. Vice governor \$5,000.00. Governor-Elect \$10,000.00. Governor \$19,000.00 Immediate Past governor \$2,000.00. These amounts are subject to change annually.
- Expenses for traveling companions are not covered.
- Claims must be accompanied by receipts or invoices for reimbursement by the District office. Alcohol expenditures are not allowance expenses
- The Governor is expected to visit one-third of the Division in the District each year. See Policy 1.5 "Rotation of Governors Divisional Visits" in the Policy and Procedures.
- Copies of the governor's guideline (Handbook) are available from the district upon request.

PG Phil passes on to DG Robert (Bob) Moo Young

Yes, I Am ready – What Do I Do Next"

1. At the appropriate time, seek the support of the Clubs in your Division regarding your intent to run for Vice governor of the district at the division Council Meeting

Request the Declaration form for the position of Vice Governor from the District Office. Complete it and return it to the

District Office in compliance with the required timing

3. Attend both International and District conventions before running for Vice governor

4. Prepare a budget regarding the expense you plan to incur for your campaign for Vice Governor

5. Select a Past Governor to act as your mentor

6. Prepare a presentation and/brochure that outlines the skills and experience you will bring to the positions of Vice Governor, Governor-Elect, and Governor

7. Ensure you can identify your strengths as well your weaknesses related to the duties of the vice Governor, Governor-elect and Governor

8. Consider taking leadership courses to enhance your skills

Chair DG Robert Spellen thanks everyone for attending and looking forward to seeing PLG step up to the position of Vice Governor, Governor-elect, and Governor.

Past Governor Robert Spellen turned over to Chair Kermitt. Chair Kermitt thanked the Past Governor's chair Robert Spellen and members for their attendance and for sharing information on the role of the Vice Governor, Governor-elect, and Governor to the PLG committee and ask the PLGs to consider taking on the challenge.

Chair Kermitt called IPChair Sharon to make her presentations.

Immediate Past Chair Sharon thanked the executive team for 2022-2023 and presented them with gifts.

10.0 Adjournment

Chair Kermitt thanked everyone for attending the meeting and the final adjourned at 5:30 pm.

