



Kiwanis®

EASTERN CANADA AND THE CARIBBEAN
DIVISION 23 EAST

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Treasurer: Barrington Whyte – Tel: (876) 856-7566 Email: barry.z@cwjamaica.com

2024-2025 THEME: “Empowering Clubs for Service Excellence”

MINUTES OF DIVISIONAL COUNCIL MEETING Saturday, December 7, 2024

Hosted by the Kiwanis Clubs of:

CyberConect Jamaica, Young Pioneers, Eastern St. Andrew, South St. Andrew and Trailblazer

Venue: St. Andrew High School, Auditorium, 10 Cecelio Avenue, Kingston 5, Jamaica

CALL TO ORDER, MEETING PRELIMINARIES AND OPENING REMARKS

Lieutenant Governor (LG) Sandra Bailey called the meeting to order at 10:00 am and invited the following Kiwanians to join her for the opening activities:

- **The National Anthem of Jamaica** was led by President Adrian Whyte of CyberConnect Jamaica
- **Invocation** was offered by President Carean Clarke of Young Pioneers
- **Objects of Kiwanis International** was led by Secretary Carline Stanberry of South St. Andrew

LG Sandra welcomed everyone to the first quarter Divisional Council Meeting and recognized attendees in person and those joining online by Zoom. She noted that a quorum was not in place but the meeting would proceed as other delegates would be joining soon. She shared some housekeeping matters. LG Sandra then extended special welcome to the club delegates, Gov. Pam Rodney-White (online), District Trustee Leighton McKnight,

CKI Gov. Demarrie Brown, Key Club Gov. Joshua Bertram (online), District Administrators – Leo Williams, Odence Rose and Christopher Humber, Divisional Chairs, Kiwanian Observers, SLPs, Prospects and Specially invited Guests.

DLG Gerthlyn Holman-Reid and IPP Panceta Walker from the Human & Spiritual Committee were invited to lead Praise and Worship with lively choruses and a prayer. They also led the ‘**in memoriam**’ as we remembered Kiwanians, SLPs and their families who predeceased us during September to October 2024.



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INTRODUCTION OF THE HEAD TABLE

Divisional Secretary, LGE Audrey Brown introduced the members of the Head Table as follows:

- | | |
|---------------------|------------------------------------|
| ● Leighton McKnight | District Trustee, Region G |
| ● Stephan Rampair | Immediate Past Lieutenant Governor |
| ● Barrington Whyte | Division Treasurer |
| ● Sandra Bailey | Lieutenant Governor |

Past Lieutenant Governors, DA Leo Williams, DA Odence Rose and DA Christopher Humber were also recognized.

Apologies for absence

DLG Eileen Donaldson-Hooper	KC Worthington
DP Nerisha Murray-Graham	KC CyberConnect
President Karen Carnegie	KC South St. Andrew

ROLL CALL OF CLUBS

The roll call of clubs was conducted by Divisional Secretary **Audrey Brown**. A quorum was established with LG Sandra taking the opportunity for a Kiwanis education moment to clarify that the quorum is 1/3 of the delegates. All **twenty (20) clubs** were represented with the number of Delegates and Observers in person and online as follows:

- **54 Delegates**
- **53 Observers**
- **5 Guests**

CONFIRMATION OF MINUTES – SEPTEMBER 22, 2024

The meeting then proceeded to the confirmation of minutes, with LG Sandra asking for any corrections to the 26 pages. There being no amendments, President Sophia Bernard-Fairman of the Kiwanis Club of New Kingston moved the motion to adopt the minutes which was seconded by President Sophia South of the Kiwanis Club of Trafalgar.



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INTRODUCTION OF DIVISIONAL TEAM AND LG's REMARKS

LG Sandra introduced the 2024-2025 Divisional Team along with the Presidents and Secretaries. The presence of the LGs Advisors PDT Ralston Nunes and DLG Lloyd Distant Jr., the 17 Club Coaches as well as DLGE Lloyd Distant Snr. were acknowledged.

LG Sandra then invited Kiwanis and SLP District Leaders to address the DCM.

- Trustee Leighton McKnight provided an update from the District. (Report is attached).
- CKI Governor Demarrie Brown brought greetings and shared that empowering CKI members and building partnerships were the main priorities.
- Key Club Governor Joshua Bertram who joined online brought greetings.

LG Sandra advised that Governor Pam Rodney-White had not yet joined but she will be invited to bring greetings on her arrival. DLG Beverley Thompson and DLG Bobby Wynter were recognized at this time.

TREASURER'S REPORT

Treasurer Barrington Whyte presented the 2024 – 2025 budget which was divided into **three sections**. The core activity budget, the SLP budget and the other divisional activity budget.

He shared that the last administrative year, there were **unpaid dues of \$43,656.00**.

The Treasurer stated that the payment of the divisional dues is required to fund the operations of the Division and appealed to all clubs to **pay on time**.

Representative from the Kiwanis Club of Papine requested clarity on the breakdown of costs based on the different items such as divisional shirts in the budget. Treasurer Barry responded that dues will not be used to purchase shirts. He stressed that the **dues was accounted for only in the core budget and SLP budget. He confirmed that 25% of Divisional Dues was used to support SLPs and 75% used to defray administrative costs.**

DP Velmore Lawrence noted that she did not see the SLP scholarship fund in the budget to which Treasurer Barry stated that the information as a line item is there for an amount \$250,000.

DLG Beverly Thompson noted that the **Baby Love** budget is \$50,000 and that there is a donation to the Young Children Priority One Committee for \$45,000 and she's sure that more funds will be needed for Baby Love.



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LG Sandra explained the \$45,000 was the donation towards the fans for the baby love project. She also shared that it may have been an oversight as she could not recall seeing the Baby Love budget. She assured DLG Bev that there should be some savings in other areas so she is comfortable that all expenses associated with Baby Love will be covered.

DA Odenca pledged that **Builders combined with K-Kids** will donate a basket, also **Key Club and CKI**, in total 3 baskets towards the Baby Love project will be donated by Service Leadership Programme. LG Sandra expressed thanks on behalf of all clubs.

President Dave-Michael pointed out that the SLP contribution of **\$40,000** was not included in the total for SLP. Once the amendment is made, the total will be increased to **\$90,000.00**. Treasurer Barry agreed the error and stated that it will be amended.

President Theon enquired of the **climate change project**, to which LG Sandra shared that a project will be done with the **Kiwanis family in Q3**. She also reported that the Division will apply to CCRIF whose logo is on the Divisional Shirts, for a grant of **\$25,000**. This will fund the project and will be an in and out transaction.

There being no further questions, a motion for the adoption of the Treasurer's report as amended was moved by Pres. Dave-Michael Laing of the Kiwanis Club of Liguanea and seconded by Pres. Lydia Richards of the KC Eastern St. Andrew Professionals Online.

LIEUTENANT GOVERNOR'S REPORT

Before giving her report, LG Sandra recognized DLG Carolyn McDonald-Riley who was celebrating her birthday. She also welcomed home DLG Walter Davis Jnr. and welcomed DLGE Kermitt McGann.

The Lieutenant Governor reported that Division 23 East is comprised of 20 clubs and 895 members which was a net growth over prior year of 31 members. The SLP portfolio consisted of 58 clubs broken down as follows:

- 19 K-Kids
- 19 Builders
- 13 Key Clubs
- 4 CKI Clubs
- 3 Aktion Clubs

There are 17 club coaches and 1 club opener. LG Sandra shared that she is encouraged by the increased face to face engagements and encouraged clubs to continue to collaborate.

All clubs reported to Kiwanis International in October with a handful missing the November 10 deadline. The **Kiwanis Club of CyberConnect Jamaica** was recognized as being the first club to submit its monthly report and



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this this was done on the 1st November 2024. Club Secretary Andrew Samuels was presented with a token. She reminded clubs of the importance of early reporting and meeting the deadline.

As of October 2024, obligations to Kiwanis International totaled approximately US\$63,300 (J\$10.5 mil).

As of Dec 6, 2024, 9 clubs of the 20 settled in full their total obligations to KI and District, 1 club cleared members' dues with SLP dues outstanding and the other 10 have not paid anything. She reminded clubs that the deadline for dues payment to KI and District is November 30 per bylaws.

LG Sandra commented that she's hoping that by the **end of December 2024** all clubs would settle their financial obligations.

As of **December 2024**, **14 new members** were added and **11 deleted**, so the division had a **net growth of 3 members**, **Total membership in the Division stands at 898**. LG Sandra appealed to all clubs who are rightsizing to please do so now. She emphasized that they should do what is right for their club and the community so that the rebuilding and strengthening can start in earnest.

LG Sandra reported that 19 of 20 clubs participated in the Kiwanis **One Day Project either jointly or singly**. Kiwanis One Day is now an option as there is a new KI initiative **Celebrate Community** which takes place in September. This initiative is a collaboration with other service organizations and she encouraged clubs to participate as it is a great way to end the Kiwanis year. She also encouraged clubs continue to participate in **One Day** as this is a great way to hit the ground running and start the new administrative year.

She further noted that the Divisional Chairs were putting their plans together to assist clubs in a purposeful way and she invited clubs to reach out for the support they needed.

LG Sandra commended the **HSVC team** for planning the church service on Sunday, December 1, 2024 at the Church of the Good Shepherd. She also thanked them for including a project where care packages were given to the girls at the Wortley Home. She thanked VG Sharon for the motivational talk which was given to the children and youth of the Sunday school including the girls from the Wortley Home.

The interclub and fellowship team would be rolling out a new plan to encourage more face to face inter-clubs and fellowship events.

PACE will be starting a pilot with 20 schools in January 2025.

The **Young Children Priority One Committee** is spearheading an initiative to get clubs back in homes where there can be interactions with wards of the state. She will be making a representation on behalf of the Division to the Child Protection and Family Services Agencies (CPFSA).



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LG Sandra then went through the different levels of the distinguished criteria (5 components). She encouraged club presidents to share with their board and members and get them engaged in the decision making. She noted the urgency of clubs deciding on the pathway or optional pathways to achieve the minimum 100 points and gave an example of how it can be achieved by clubs. DA Odence shared that there are some aspects of the distinguished criteria that are self-reporting, so this should be filled out properly.

Kiwanian Peter Allen, Kiwanis Club of Papine enquired if the **Online Clubs** will only be online and won't meet face to face. In her response, LG Sandra informed that online clubs mean that meetings are held online but it is expected that projects and fellowship will be face to face. She encouraged clubs of whatever kind to collaborate and share best practice so as to benefit from having more hands working together for service and fellowship.

In closing, she reminded clubs that the Division is here to serve clubs and there should be no reason for any club to feel alone or disengaged. She thanked the Presidents for their leadership and commitment to date.

DIVISIONAL 5 YEAR STRATEGIC PLAN

LG Sandra gave the background on the 5 Year Strategic Plan. She acknowledged the work and dedication of all 20 clubs and other Kiwanian Leaders who participated in the process leading up to a final plan. She specially thanked DLG Bobby Wynter, the facilitator, IPLG Stephan, her 2 advisors, PDT Ralston, DLG Lloyd Jnr. and LGE Audrey who led the process and sensitized clubs over the last month.

DLG Lloyd Jnr. was then invited to present an abridged version of the plan to Delegates and Observers. The full plan was presented to clubs prior and a copy circulated ahead of the DCM. He mentioned that the plan is a living document and will be reviewed and updated from time to time. He also shared the first year targets which will be the responsibility of the current LG and Divisional Team.

There being no questions, President, Dave Michael of the Kiwanis Club of Liguanea moved the motion to adopt the Division 23 East 5 Year Strategic Plan. The adoption was seconded by Secretary Sandra Davis of the Kiwanis Club of JFB Kingston.

CLUB PRESIDENTS' DIALOGUE

The standard reporting of clubs was replaced with a Club Presidents' Dialogue which was moderated by DS Karen Tomlinson, Divisional Leadership and Education Chair.



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Prior to the DCM, clubs were placed in four groups to discuss the most burning issues and to come up with possible strategies in response. The Groups were:

Group 1 - Membership Engagement, team leader President Carean, (KC CyberConnect Ja, Eastern St. Andrew, The Trailblazers Kgn Online, South St Andrew, Young Pioneer)

Group 2 – Dues and Financial Viability, team leader Dave-Michael, (Liguanea St. Andrew, New Kingston, 23E Prof. St. Andrew Online, St. Andrew Southern Professionals Online, Worthington Kingston).

Group 3 – SLP collaboration, team leaders Presidents Dimario & Anna-Kaye, (Downtown Kingston, Meadowvale, Mona, St. Andrew, & Division 23E Online Ja.)

Group 4 – Leadership Support, team leader Presidents Garfield & Kwesi, (ESA Professionals Online, Eastern Kingston Port Royal, JFB Kingston, Papine & Trafalgar)

It was a very spirited discussion and it included other Kiwanian Leaders. A number of possible solutions were presented and refined. It was agreed that a document would be developed and shared with clubs for implementation as per the need of each club.

DIVISIONAL REPORTS AND RATIFICATION

DP Velmore Lawrence of the Kiwanis Club of Eastern St. Andrew was ratified as a voting representative on the **Kiwanis Foundation of Jamaica Board**. Pres Theon Scott, KC Div. 23E online confirmed the ratification, whilst the motion was seconded by Acting President Alecia Walker from the Kiwanis Club of Eastern St. Andrew.

Fellow LGs from other divisions were recognized by LG Sandra at this time.

On To Convention: Report was shared by LGE Audrey who encouraged all to attend and be ready for the Early Bird Registration.

PACE: DP Velmore provided an update on Pace and invited attendees to visit the display in the auditorium.

Kiwanis Foundation of Jamaica: DP Velmore provided an update from the last Board Meeting of the KFJ and reminded clubs to apply for the US\$1,000 grants

2023 – 2024 DIVISIONAL AWARDS

IPLG Stephan presented awards for the administrative year 2023-2024

- 📄 Interclub Awards (See attached)



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- ❑ Young Children Priority One Committee – Banner patches were given for the Membership EXPO, Baby Love, and YCPO - Single & Multiple Service Awards
Gold Category/Multiple Service – KC Papine Single Service- KC 23E Prof. Online, Diamond Category – Multiple Services – KC New Kingston, with runner up KC SSA.
- ❑ Q4 winner for LGs ribbon went to the KC South St. Andrew.

IPLG Stephan advised that overall the results were very close and the reporting from clubs was at a high standard. He closed by thanking all for their support during the 2023 – 2024 administration.

REMARKS GOVERNOR EASTERN CANADA & THE CARIBBEAN

EC&C District Governor, Pamela Rodney-White arrived late due to the change of venue. LG Sandra apologized for not advising the change on a timely basis.

Governor Pam apologized for her late arrival and shared that she was attending a well needed training workshop. Gov. Pam stated that when the next workshop is scheduled in March, she is encouraging everyone to attend.

The Governor reminded the DCM of the growth goal of the Kiwanis International President stating that the target is for **425 new clubs**. **She advised that the EC&C pledged 10 of the new clubs.**

Gov. Pam gave an update on the Kiwanis International President's visit scheduled for February 21 to 25. She advised that it is a visit to the District and he chose the home country of the Governor. He will be visiting all 5 Divisions.

The District Project will be launched which will assist a **child for surgery** at the **Bustamante Children's Hospital** with partner, **Chain of Hope**. Target amount is USD\$15,000.00. DLG Carolyn is the Chairman for this project which will be in the form of a Musical Telethon.

Additionally, there will be a Governor's Ball in 2025, and the planning committee will be chaired by DP Kesha Brown. Proceeds will go towards assisting CKI Members. It is expected that funds will be raised to offer approximately 20 scholarships across the Caribbean and Canada. Scholarships will also be given by the University of the Commonwealth Caribbean.

Governor Pam stated that the District has embarked on a Strategic Plan and this is being facilitated by DLG Bobby Wynter. She further shared that the EC&C Board members are currently reviewing the documents. The Long Range Committee is led by VG Sharon Williams and there's a lot of work to be done. Last year GE Cynthia Blackman did a survey with some components of the survey to be included.



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She further stated that there is a big focus on supporting the membership. Gov. Pam shared that one of her goal is that members get a chance to express themselves. A meeting will be held and moderated by PP Ted Simpson, KC Toronto on roles and responsibilities of the Immediate Past President. She also encouraged all Kiwanians that Membership and Engagement is very high on the agenda and as such the **'Build, Nurture and Retain'** initiative has already been rolled out and she encouraged clubs to get familiar with this initiative. Gov. Pam thanked all the DAs for their leadership and the Kiwanians for their support.

SARGEANT AT ARMS

Kiwanian Marilyn Bennett and DLG Walter Davis Jnr. performed their duties with alacrity and humour. The sum of \$18,000.00 was collected to include promissory note of \$2,000.

50/50 RAFFLE

Ticket number 724512 was drawn by DCM first timer Sec. Naja Allen, KC Papine. DA Leo collected the prize.

QUARTERLY BIRTHDAY CELEBRATION

October/ November/December Kiwanian birthday celebrants were recognized and joined in cutting the birthday cake.

ANNOUNCEMENTS

DS Audrey shared the announcements from Clubs. IPLG Stephan also shared that KC NSA will be chartering a new Builder's Club on 25th February at the St. Andrew High School Auditorium. He extended an invitation to all clubs with Builder's club to attend.

ANY OTHER BUSINESS

DLGE Kermitt McGann shared that he represented the District Past Lieutenant Governors Council as the Immediate Past Chair and introduced Vice Chair Ralston Nunes. DLGE Kermitt provided information on the Ray Allen Memorial Award. He asked **all clubs** to make their nominations before the deadline and to read the document thoroughly.

He reminded the DCM that the submission must be sent to the Lieutenant Governor and that March 31, is the closing date.



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VOTE OF THANKS

The vote of thanks was moved by Acting President Alecia Walker, KC Eastern St. Andrew

TERMINATION

There being no other business, LG Sandra thanked all Kiwanians, SLPS, Prospects and Guests for coming out to the First Quarter Divisional Council Meeting in person and online. She then terminated the meeting at 3:40 p.m.

Lieutenant Governor: Sandra Bailey

Recording Secretary: **Divisional Secretary DP Audrey Brown**

Date: February 23, 2025



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MATTERS ARISING FROM THE MINUTES OF DECEMBER 7, 2024

NO.	ACTION ITEMS	UPDATES
1	All clubs to pay their dues to Kiwaniis International by early December to avoid charter suspension.	Ongoing. Charter Suspension List Released
2	Club presidents to include the distinguished criteria status on their board meeting agendas and share updates with members.	Ongoing
3	Document to be prepared with the outcome from the Presidents' Dialogue – Issues and Recommendations	Completed and Circulated to Clubs
4	Clubs to implement effective onboarding processes for new members .	Some Completed others Ongoing
5	Division to develop a standardized way to measure and track member engagement across clubs.	Div. Membership Committee to guide
6	Clubs to conduct membership surveys to understand what members want and improve engagement.	Div. Membership Committee to guide
7	Treasurer to invoice members early for division dues collection.	Div. Dues invoices sent January 2025
8	Division to provide more training for club treasurers on their roles and responsibilities.	Outstanding
9	Clubs to assign more responsibilities and delegate duties to club members to improve their experience and engagement.	Ongoing
10	Division to roll out new plan to encourage and reward face-to-face inter-clubbing.	Update at Q2 DCM
11	Clubs to support the upcoming visit and events with the Kiwaniis International President in February.	Clubs Onboard
12	Past Lieutenant Governor to submit nominations for the Ray Allen Memorial Award , by March 31st deadline.	Clubs advised
13	Clubs to apply for the US\$1000 grant from the Kiwanis Foundation of Jamaica for projects.	Applications submitted
14	Members should make plans to attend the upcoming District Convention in Niagara Falls .	Registration has started to benefit from Early Bird



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