

# LIONS DISTRICT 105M

# CABINET REPORT



Name FEMI ONABOLU  
Office LONG RANGE PLANNING COMMITTEE  
Date 7<sup>TH</sup> SEPTEMBER 2008.



## DECISIONS REQUIRED

NONE

## JUSTIFICATION FOR DECISION

N/A

## ACTIONS SINCE LAST REPORT

I attended the last 2 Long Range Planning committee meetings of last Lions' year and came to the conclusion that the meetings were more involved with on-going current affairs rather than in Long Range planning. After conferring with the DG Andy and IPDG Suresh, it was decided to introduce a different strategy from this Lions year where the VDG short-range planning will involve Long range ideas that will be put forward and studied by the 3 and eventually also involve the 1<sup>st</sup> and 2<sup>nd</sup> VDG prospects so that decisions can become Long ranged and monitored by successive teams of DG, IPDG, 1st & 2nd VDGs.

A series of ideas have been compiled for consideration on Long-range programme and these include studies on Membership and formation of New Clubs, revitalising our Leo programme, improving Publicity of our activities in local and regional media and encouraging more intimate Public Relations between our Clubs and members of their communities.

## OBJECTIVES

**Establish Long Range Planning strategies that will ensure continuity and follow-up by future DGs on a rolling 4 yearly basis.**

# LIONS DISTRICT 105M

# CABINET REPORT



Name Rob Hill  
Office PR & Marketing  
Date 19/8/2008



## DECISIONS REQUIRED

None

## JUSTIFICATION FOR DECISION

## ACTIONS SINCE LAST REPORT

Attended MD PR meeting at HQ. A very productive and constructive meeting. Much discussion and general agreement on the need for a consistent brand to be projected by all clubs. There is a new MD website [www.lionsmd105.org](http://www.lionsmd105.org). It is intended that this will be the template for district and, eventually, club websites to ensure a consistent "look and feel" across the organisation. Likewise we intend to progress to a consistent letterhead, compliments slip, etc. It is expected that there will be resistance to this from our "belligerent volunteer" culture. Would all Cabinet members please reinforce the message that this will bring gains for us all.

I have a new booklet for all clubs. This gives excellent advice on how to handle media interviews. Please encourage Clubs to read this as it is all too easy to project a negative image or to stereotype ourselves as "an organisation of retired men". There will be a further booklet to assist with press releases etc.

Also at the MD meeting was a presentation by Heather Yaxley (daughter of a PDG). This was an excellent review of Lions, our image and the opportunities for the future. I will arrange for Heather's notes to be circulated to Cabinet members.

I recently visited the (in formation) Sandwell Club to advise on PR. They have the makings of a great club. I am a little concerned that they are under the impression that they need 30 members to charter. We are in danger of losing the initial enthusiasm.

## OBJECTIVES

To encourage Clubs to promote a consistent brand and to put Lions first in all they do. Too many do things on behalf of other organisations and wonder why our brand is not better known!

# LIONS DISTRICT 105M

# CABINET REPORT

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Name ANN PEMBERTON  
Office MIDLAND NEWS & DG NEWSLETTER  
Date 25<sup>TH</sup> AUGUST 2008



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## DECISIONS REQUIRED

NONE

## JUSTIFICATION FOR DECISION

## ACTIONS SINCE LAST REPORT

Attended incoming Officers training course.

Established contact with Multiple District Officers – Lion Magazine & PR Officer.

DG Newsletter will be published monthly covering DG activities only, Midland News has been established as on-line news website with articles to be published as received.

Received and published on updated Midland News website 6 articles with 4 further articles pending as at date of report.

By end of August 2 DG Newsletters will have been issued and 1 special edition (from IPDG).

No new articles have been received since 11<sup>th</sup> August.

## OBJECTIVES

Continue to encourage Clubs to submit copies of their PR releases covering their activities.

Contact all Zone and Regional Chairpersons to ensure that they remind Clubs to submit articles, and to keep up-to-date with the website.

# LIONS DISTRICT 105M

# CABINET REPORT



Name FEMI ONABOLU  
Office CHAIRMAN Finance & Administration Committee  
Date 7<sup>TH</sup> SEPTEMBER 2008.



## DECISIONS REQUIRED

NONE

## JUSTIFICATION FOR DECISION

N/A

## ACTIONS SINCE LAST REPORT

Held F&A Committee meeting on 11<sup>th</sup> August 2008.

No handover of paperwork or records to new Cabinet Secretary. There is a need for an archive of District Cabinet Reports and minutes, possibly electronically on discs for automatic availability to future incoming secretaries. The idea of a **3-year term** for District Secretaries to ensure continuity was muted and will be presented to Long Range Planning committee for consideration.

There will be no Assistant Treasurer this year and whilst the position could be useful, it can also create more problems than easing the Treasurer's workload. Decision left to future DGs initiatives. For posterity, Lion Treasurer John has created a special File Location titled "**M Treasurer**" on his home PC with two Files designated as "**Lions Administration**" and "**Lions Charity**" which will be available to the District for sighting at all times. These operate under the "**Tasbooks**" accountancy programme.

Following International Convention resolution regarding appointment of 2<sup>nd</sup> VDG, Convention Call had been sent out early to allow candidates to be ready for Autumn Forum presentations. Guidelines for the role of 2<sup>nd</sup> VDG are being drafted. Efforts will be made to draft the amendments in our District constitution in line with International requirements. Guidelines for hosting of District Convention needs to be amended to incorporate hosting by Zone or Club.

This year's **North Sea Lions** officer's budget will be £450 as in previous years but actual annual cost incurred is to be submitted to next F & A meeting for deliberation of next year's budget and presentation to Cabinet for ratification. **District Governor's Honorarium** was also discussed and it was decided that it was only a contribution rather than reimbursement of expenses.

District Registrar reported discrepancy in Net gain in membership at the end of June 2008 because of confusion in entry of Branch members both in Bushby membership and membership of their new Thurnby Lions Club.

District Changeover will be at Airport Holiday Inn on 19<sup>th</sup> July 2009 and District Convention 2010 at the same venue from 26<sup>th</sup> to 28<sup>th</sup> of March 2010.

Next F & A committee meeting is on 20<sup>th</sup> October 2008.

## OBJECTIVES

Ensure proper monitoring of District Finance and Administration matters.

Hold regular meetings and coordinate reports from members of the committee.

Keep District Cabinet properly informed and updated.

Make proposals and seek decisions from Cabinet on matters of District Finance and Administrative importance.

# LIONS DISTRICT 105M

# CABINET REPORT

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Name Wim Hoogerwerf  
Office Cons. , Noms & Res.  
Date 22<sup>nd</sup> August 2008

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## DECISIONS REQUIRED

None

## JUSTIFICATION FOR DECISION

## ACTIONS SINCE LAST REPORT

The District Governor has sent out the Convention Call for 2009. Nominations are required by 30<sup>th</sup> September and Resolutions by the 30<sup>th</sup> November. At the time of writing we have one candidate only for the following positions for 2009/10: District Governor; First Vice District Governor; Second Vice District Governor. All candidates will be presented at District Forum in October.

The International Convention approved the office of Second Vice District Governor. Subsequently the International Board amended the standard District Constitution. Our District Constitution does not mention the post of 2<sup>nd</sup> DVDG and in accordance with the International Constitution we must follow International Constitution and Standard District Constitution. We are required to change our District Constitution to fall in line with International and I will be presenting a resolution to Cabinet for approval in November via the F&A Committee.

## OBJECTIVES

To provide advice to the DG, Cabinet and Clubs for the year; and keep everybody in order!



Name Alan James  
Office Insurance, Health & Safety  
Date 4<sup>th</sup> August 2008

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## DECISIONS REQUIRED

**Permission to hold a seminar at Autumn Forum on the subject of insurance liabilities in the light of a contract issued by a local authority for the use of a park.**

## JUSTIFICATION FOR DECISION

**To ensure that contracts are read in detail before signature of acceptance is even considered.**

## ACTION SINCE LAST REPORT

**There have been the usual routine questions about various dates and events, all of which have been dealt with except for one incident which involved the above subject in the Decision Required section. Not wishing to name the local authority at this point or the club in question, the contract did cause several problems. In the original wording presented to the club the contract was wholly unacceptable creating impossible conditions which any insurer could not possibly have accepted.**

**I have yet to discover from the local authority involved whether these conditions were created by their insurers or by some legal advisor with no reference to insurers at all, merely thinking he was covering the Council's back for any eventuality. I hope to be in a better position to report further on this at the Autumn Forum.**

## OBJECTIVES

**To keep all Lions Clubs as safe as possible, as well advised as possible and to be of service to anyone in the District with an insurance question.**

# LIONS DISTRICT 105M

# CABINET REPORT



Name PAT PROUDFOOT  
Office 2009 CONVENTION CHAIRMAN  
Date 19.08.08



## DECISIONS REQUIRED

Request for the first £2000, of the Convention Budget will be made to the treasurer in the next few weeks. As soon as bank account is opened.

## JUSTIFICATION FOR DECISION

The first expenses will be forthcoming with the preparation of the convention reports. Others will follow.

## ACTIONS SINCE LAST REPORT

IT MAY PLEASE THE CABINET TO KNOW THAT PREPERATIONS FOR THE CONVENTION ARE ON SCHEDULE.

The papers for the autumn forum are being prepared by Kidderminster's Ron and Lynda cross and will be ready to hand out at that time.

Our monthly meetings have identified the tasks to be done and a programme has been drawn up to monitor our progress.

It is a great pleasure for me to report that the Zone representatives have been working well together and the continuous quests for information from the club membership shows there is a keen interest and awareness throughout the Zone.

I have invited representations from our new Zone club REDDITCH and hope they will join with us in our goal to make the forthcoming convention a triumphant occasion.

On a side issue, may I remind and inform the cabinet that I have managed to secure a great deal for clubs in the District to purchase a pull up banner in its own stand for the very reasonable price of £70 each. The artwork and change to lettering is to be offered free. All that needs to be done is for a generic design to be agreed. Once done each Club will be able to place an order for one or more banners with their own Club name displayed. The deal requires at least 20 Clubs to participate to make it viable for the printer. Please place your orders through me so I can take it as a job lot to the printer.

## OBJECTIVES

To make the 2009 Convention one of the most Memorable. For all the good reasons.



Name **Mike Jobbins**  
Office **District Registrar**  
Date **22 August 2008**



## DECISION REQUIRED

I recommend that we consider ways and means of advising Mother and Prospective/ New Clubs better on vital administration requirements. This should be achievable without putting them off.

For example: I would be happy to liaise with the District Secretary, Treasurer and MERL Chairman to draft a Guide Note & Checklist as a basis for discussion, pursuant to this becoming an accepted tool for achieving smoother Club Formations in essential administrative terms.

I would appreciate Cabinet's views.

## JUSTIFICATION FOR DECISION

I have tried to contact LCIHQ twice in the last two weeks regarding a Membership discrepancy between its published 2007/8 Cumulative Net Gain of 61 and our 53, due to Bushby Club's LCIHQ records still showing 29 instead of 21 on 30 June. No reply so far.

The discrepancy arose because although the 8 Thurnby Branch Members were correctly included on the new Thurnby Club's June MMR, they were not dropped by Bushby until its August MMR. (N.B.I did advise Bushby on this matter on 13 June, (i.e. immediately I became aware of the Thurnby's formation.)

This has led me to suggest that Prospective/New Club Care could be improved as recommended above.

## ACTIONS SINCE LAST REPORT

### Club MMR's 2007/8 (attached)

Over 350 Changes were processed through to MDHQ last fiscal year. In summary, the year closed with 1102 Members in 59 Clubs, (including 2 Branches.)

The previous trend was thus reversed with a Membership net gain of 53 after 101 New, Reinstatements & Transfers In, less 48 Drops & Transfers Out.

This was largely due to a substantial increase at Balsall Common, (net 9) the revival of Birmingham Northfield, (net 13) and the last minute formation of Thurnby, (i.e. 13 New plus 8 Transfers from Bushby Thurnby Branch.)

### Club MMR's 2008/9 (attached)

Little material change so far, but 7 Clubs have not yet submitted July MMR's.

Unfortunately, I still cannot manage to engineer a break through with the traditional hardcore of Clubs, which habitually report only after being chased at least once: indeed, some need two or three reminders!

My "CONNECT" Changeover News and Revised Reporting Guide Sheet was circulated to all New & Ongoing Club Secretaries in June and is also available for reference on the District Website. Responses have been generally encouraging.

My regular liaison with DG Andy and Fellow Cabinet Officers and MDHQ continues, generally by circulation of MMR Statistics and Membership Changes List as updated twice a month.

### PU101's & Directory Proofs 2008/9

After some teamwork with DG Andy, these were eventually all submitted, but with some only "skating under the door" in July rather than by the required mid-May.

Conflicting communications from LCIHQ & MDHQ did not help matters, but we are told by the powers that be that new simpler procedures should be in place in time for next year.

## OBJECTIVES

The following Key Objectives summarise my overall aim to persuade Clubs to respond to the belief that good housekeeping and communications will augment Clubs' performance and fellowship: -

- ***To help Clubs to develop and maintain timely and accurate reporting and to make wider use of the Internet as part of our Association's modernised inter-communication procedures.***
- ***To help develop and maintain the LCIHQ, MD and District Databases as part of the essential administration and communication to and from Clubs.***
- ***To provide data, etc to help DG Andy and my Fellow District Officers with their objectives.***





# LIONS DISTRICT 105M

# CABINET REPORT

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Name Simon Moss  
Office Webmaster & IT Co-ordinator  
Date 19 August 2008

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## DECISIONS REQUIRED

None

## JUSTIFICATION FOR DECISION

## ACTIONS SINCE LAST REPORT

Continued to circulate messages through mailing list

Updated District Web site including introduction of electronic Midland News

## OBJECTIVES

Prompt circulation of information to Lions throughout the District

Promotion of good IT practice

## COMMENTS

Still waiting for District Officers to provide information for the web site.