Meeting Book - February 22, 2024 IBT Meeting

Agenda

1.0 Call to Order		Eric McHenry
1.1 Opening Ceremonies (waived for virtual meetings)		
2.0 Roll Call	Approval	Terri Warren
* Airstream Inc. Update		Justin Humphreys
3.0 Approval of Minutes	Approval	Terri Warren
International Board of Trustees Meeting Minutes 11-30-2023.pdf - 3		
4.0 Executive Council Reports	Informational	
4.1 Presidents Report		Eric McHenry
2024 02-22 International Presidents Report.pdf - 12		
The need for confidentiality.pdf - 15		
4.2 Other Executive Council Reports		
4.2.1 RV Park Feasibility		Jenny Schnettler
4.3 Executive Director Report		Lori Plummer
2024 02-01 Executive Director Report.pdf - 20		
2024 02-07 Minot Presentation IBT.pptx - 25		
5.0 Committee Reports and Actions (as needed)		
5.1 Quarterly Finaical Update	Update	Millie O'Donnell - Alan Rabb
2023-2024 Treasurers Report Q2.pdf - 31		
5.2 Caravan Committee	Report Only	John Becker
2024 02 Caravan Committee Report.pdf - 38		
5.3 Ethics & Greivance	Presentation - Update and Discussion on Mediation training	Debbie Hammer
2024 02 Eithics & Greivance Report.pdf - 43		
5.4 Historical	Report Only	Joe Peplinski
2024 02 Historical Committee Report.pdf - 49		
6.0 Special Orders		

7.0 Unfinished Business		
8.0. Member Comment on non-Agenda Items	Informational	
9.0 Consent Items Items not requiring discussion. Any items requiring discussions will be pulled from the "Consent" area into the appropriate area within the Agenda.	Action	
9.1 Heritage Number Policy		Joe Peplinski / Approval
2024-02 Peplinski Revise Heritage Number Policy.pdf - 50		
10.0 New Business		
10.1 Briggs Housekeeping motion to remove reference to Delegates Meeting		Brad Briggs / Approval
2024-03 Briggs Housekeeping motion to remove reference to Delegates Meeting.pdf - 53		
10.2 Briggs Revision of Region Board Structure and identifying the succession of Region Officers		Brad Briggs / Approval
2024-04 Briggs Revision of Region Board Structure and identifying the succession of Region Officers.pdf - 57		
10.3 Warren Confidentiality and Non-Disclosure and Conflict-of-Interest Agreements		Terri Warren / Approval
2024-05 Warren Confidentiality and Non-Disclosure and Conflict-of-Interest Agreements.pdf - 62		
10.4 Tramoni Constitutional Change of the makeup of the WBCCI International Treasurer Position		Florence Tramoni / Approval
2024-07 Tramoni Constitutional Change of the makeup of the WBCCI International Treasurer Position.pdf - 74		
10.5 McHenry Options for Filling Vacant Treasurer Position	Discussion	Eric McHenry
Options for Filling Vacant Treasurer Position.pdf - 80		
11.0 Region Business / Announcements Sharing of what's worked, issues, opportunities and/or learnings, plus future ideas.	Informational	Region Presidents
12.0 Adjournment		Eric McHenry

Minutes of the
Virtually held meeting of
International Board of Trustees, Wally Byam Caravan Club International, Inc.
November 30, 2023

1.0 Call to Order

The WBCCI Board of Trustees (IBT) meeting was called to order by International President Eric McHenry on Thursday, November 30, at 11:05 am EST.

2.0 Roll Call

Terri Warren, International Recording Secretary, called the roll:

President Eric McHenry	Present
Vice President Millie O'Donnell	Present
EC member John Becker	Present
EC member Jim Cocke	Present
EC member Kathy Geese	Present
EC member Marcia Howes	Present
EC member Jeni Schnetler	Present
Treasurer Per Hamnqvist	Present
Secretary Terri Warren	Present
Immediate Past President Tye Mott	Present
Region 1 President Bard Fuller	Present
Region 2 President Gary Russo	Present *
Region 3 President Christine Baum	Present
Region 4 President Fred Kiehl	Present
Region 5 President Artie Martin	Present
Region 6 President Jan Heavener	Present
Region 7 President Ginger Slattery	Present
Region 8 President Rick Everson	Present *
Region 9 President Nancy Fitzgerald	Present
Region 10 President Florence Tramoni	Present
Region 11 President Steven Parr	Present
Region 12 President Abe Hernandez	Present
Parliamentarian Lori Grassi	Present
Corporate Manager Lori Plummer	Present

A quorum (10 are required) was present for the conduct of the meeting.
*Region 8 President Rick Everson joined the meeting at 11:17 AM.

*Region 2 President Gary Russo joined the meeting at 12:12 PM
Alan Rabb, Finance Committee member, Christine Kirk, Finance Committee member, and Barb Derian, Membership Committee Chair joined the meeting for their presentations.

3.0 Approval of Minutes

3.1 Minutes of the August 24, 2023, IBT meeting were approved as written

4.0 Officer Reports

4.1 Presidents Report.

President McHenry presented the Presidents Report. The Presidents Report can be found on pages 10-12 18 of the November meeting book in BoardEffect.

4.2 Other Executive Council Reports

4.2.1 President McHenry announced that Margaret Saylor will be the new publications chair.

4.2.2 EC Member John Becker presented a political policy reminder/statement that agrees with the club ethics policy. This can be used by local clubs or caravan when appropriate,

4.2.3 EC Member Kathy Geese reported on the Harvest Host ACI Courtesy Parking Program. Ms. Geese expects a program launch in late summer, 2024. Webinars about the program will be available to members in the spring of 2024.A summary of the program and complete Q and A's about the program can be found on pages 14-18 of the November meeting book in BoardEffect.

4.2.4 EC Member Marcia Howes gave an update on the "Dealer Playbook", a project to guide the ACI/Airstream Dealer relationships. The working team is Ms. Howes, EC Members Jim Cocke and Kathy Geese. A complete plan and key deliverables should be available by the end of 2023 and recommendation for implementation by early 2024. Details of the program can be found on pages 20-22 of the November meeting book in BoardEffect.

EC Member Jenny Schnetler presented an update on the RV Park Feasibility study. She has obtained references for the company who would be preparing the study. Several local clubs have pledged funds for the study and Jenny has yet to hear from the final three clubs that have not yet responded. As a reminder, the RV Park would not be funded by membership dollars, rather, through individual and corporate donations.

4.3 Corporate Managers Report

Corporate manager Lori Plummer presented the CM report. It can be found in its entirety in the November meeting book in BoardEffect on pages 23-24.

5.0 Committee Reports

5.1 Treasurer Per Hamnqvist presented the quarterly financial update. Alan Rabb and Christine Kirk, members of the finance committee, joined the treasurer for this presentation and to answer questions. The financial update can be found in the BoardEffect library in the meeting attachments folder.

5.2 Co-chairs Florence Tramoni and Christine Baum presented their report on the Elections Policies Special Committee. Subcommittees have been formed and meetings are in process.

5.3 Membership Chair Barb Derian presented her report on the Membership Committee. The slides she used to present her report can be found in the BoardEffect library in the meeting attachments folder.

6.0 Special Orders.

There are no special orders.

7.0 Unfinished Business.

There was no unfinished business.

8.0 Member Comment on Non-Agenda Items.

There were no member comments on non-agenda items.

9.0 Consent Items

Consent items **9.1** and **9.2** were withdrawn

9.3 Motion / Item Number: 2023-51
Location and Date: November 30, 2023 - Virtual
Motion Maker: Tom Smithson
Title: Region elections housekeeping motion.
Summary: At the International and Local Club levels the method for selection of candidates for Executive Council or Local Club Officers was changed at the 2021 International Delegates Meeting. However, we overlooked the WBCCI Bylaws, Article IX, dealing with candidates for Region Officer positions. This motion corrects this to

have the same nominations process as the International Executive Council and Local Club Officers.
Motion: I move that WBCCI Bylaws, Article IX Regions, Sec. 2, Part D, Subsection 3 be deleted, and a new Subsection 3 be inserted.

Further details of this motion can be found on page 32 of the November IBT meeting in BoardEffect.

The following electronic votes were conducted between August 24 IBT meeting and today's meeting:

Motion / Item Number: 2023-50 (E)
Meeting Location and Date: November 30, 2023 - Virtual
Motion Maker: Steven Parr
Title: Region 11, Wyoming Unit 119 flag approval
Summary: Approve Logo/Flag for Wyoming Unit 119
Motion: I move that, per WBCCI Bylaws, Article XIII, Use of Club Name and Emblem, Sec 8 and Policy, 16.6.9, Flags and Pennants, Section A, Item 5, that the International Board of Trustees approve the attached image as the Logo and also Flag for Wyoming Unit 119 use in any appropriate application.
Purpose / Impact(s): Provides a new Logo/Flag for the Wyoming Unit 119.
Background: The members of the Wyoming Unit approved this logo/flag design.
Financial Impact: There is no financial impact to WBCCI.

Voting yes:
Christine Baum on 11/1/2023 8:59AM EDT Eastern Time (US & Canada)
Jim Cocke on 11/1/2023 9:45AM EDT Eastern Time (US & Canada)
Nancy Fitzgerald on 11/2/2023 1:22PM EDT Eastern Time (US & Canada)
Kathy Geese on 10/31/2023 2:29PM PDT Pacific Time (US & Canada)
Per Hamnqvist on 11/1/2023 10:40AM EDT Eastern Time (US & Canada)
Jan Heavener on 11/1/2023 9:58AM EDT Eastern Time (US & Canada)
Marcia Howes on 11/1/2023 10:32AM EDT Eastern Time (US & Canada)
Fred Kiehl on 10/31/2023 4:30PM EDT Eastern Time (US & Canada)
Arthur Martin on 11/1/2023 3:34PM EDT Eastern Time (US & Canada)
Millie O'Donnell on 11/2/2023 2:23PM EDT Eastern Time (US & Canada)
Steven Parr on 01/11/2023 8:23 MST Arizona
Gary Russo on 11/1/2023 6:53PM EDT Eastern Time (US & Canada)
Jenifer Schnettler on 11/2/2023 7:52AM EDT Eastern Time (US & Canada)
Virginia (Ginger) Slattery on 11/1/2023 7:53AM EDT Eastern Time (US & Canada)
Florence Tramoni on 11/1/2023 11:08AM EDT Eastern Time (US & Canada)
Terri Warren on 10/31/2023 9:17PM PDT Pacific Time (US & Canada)

Abstaining: EC Member John Becker abstained with the following comment:
I realize the local club approved this, but i thought we were moving away from the verbiage of "unit" and preferring "club". E.g., I went through an effort to change Piedmont Unit to Piedmont NC Airstream Club when I lived in NC. i don't feel the need to override their design decision - just want to comment.

Results: Approved: 16 Denied: 0 Abstained: 1

The vote passed and the motion is approved.

Motion /item number: 2023-44 (E)
Meeting location and date: November 30, 2023 – virtual
Motion Maker: Region 3 President Christine Baum
Title: 2023-44 Big Bend Badge approval
Summary: Approve the design for the Big Bend Badge
Motion: I move that, per WBCCI Bylaws, Article XIII, Use of Club Name and Emblem, Sec 8 and Policy, 16.6.9, Flags and Pennants, Section A, Item 5, that the International Board of Trustees approve the attached image as the badge for the Big Bend Airstream Club for use in any appropriate application.
Purpose / Impact(s): Provides a new badge design for the Big Bend Airstream Club.
Background: The members of the Big Bend club approved this badge design.
Financial Impact: There is no financial impact to WBCCI.

Voting yes:
Christine Baum on 9/29/2023 11:48AM EDT Eastern Time (US & Canada)
John Becker on 9/27/2023 4:47PM EDT Eastern Time (US & Canada)
Rick Everson on 9/25/2023 4:12PM EDT Eastern Time (US & Canada)
Nancy Fitzgerald on 9/25/2023 4:30PM EDT Eastern Time (US & Canada)
Bard Fuller on 9/25/2023 5:28PM EDT Eastern Time (US & Canada)
Kathy Geese on 9/29/2023 5:48PM PDT Pacific Time (US & Canada)
Marcia Howes on 9/26/2023 11:41AM EDT Eastern Time (US & Canada)
Millie O'Donnell on 9/25/2023 3:11PM EDT Eastern Time (US & Canada)
Steven Parr on 25/09/2023 11:48 MST Arizona
Virginia (Ginger) Slattery on 9/26/2023 2:07PM EDT Eastern Time (US & Canada)
Terri Warren on 9/25/2023 11:32AM PDT Pacific Time (US & Canada)

Results: Approved: 11 Denied: 0, Abstained: 0

The vote passed and the motion is approved.

Motion / Item number: 2023-45 (E)
Meeting location and date: November 30, 2023
Motion Maker: Region 3 President Christine Baum
Title: 2023-45 Low Country Flag and Logo approval
Summary: Approve the design for the Low Country Flag and Logo
Motion: I move that, per WBCCI Bylaws, Article XIII, Use of Club Name and Emblem, Sec 8 and Policy, 16.6.9, Flags and Pennants, Section A, Item 5, that the International Board of Trustees approve the attached image as the flag and logo for use by the Low Country Airstream Club in any appropriate application.
Purpose / Impact(s): Provides a new flag and logo design for the Low Country Airstream Club.
Financial Impact: There is no financial impact to WBCCI.

Voting yes:
Christine Baum on 9/29/2023 11:49AM EDT Eastern Time (US & Canada)
John Becker on 9/27/2023 4:47PM EDT Eastern Time (US & Canada)
Rick Everson on 9/25/2023 4:14PM EDT Eastern Time (US & Canada)
Nancy Fitzgerald on 9/25/2023 4:31PM EDT Eastern Time (US & Canada)
Bard Fuller on 9/25/2023 7:34PM EDT Eastern Time (US & Canada)
Kathy Geese on 9/29/2023 5:45PM PDT Pacific Time (US & Canada)
Marcia Howes on 9/26/2023 11:42AM EDT Eastern Time (US & Canada)
Millie O'Donnell on 10/2/2023 8:11AM EDT Eastern Time (US & Canada)
Steven Parr on 25/09/2023 11:47 MST Arizona
Virginia (Ginger) Slattery on 9/26/2023 2:11PM EDT Eastern Time (US & Canada)

Results: Approved: 11 Denied: 0, Abstained: 0

The vote passed and the motion is approved

10.0 New Business

10.1 Sisk BRN

Motion / Item Number: 2023-46
Meeting Location and Date: Virtual, November 30, 2023 IBT meeting
Motion Maker: Mr. Rick Everson, Region 8 President
Title: Special consideration of BRN assignment to a past Region President.
Summary: Special consideration of BRN assignment to a past Region President after the completion of their term.

Motion: I move that Mr. Mike Sisk, Region 8 President from 2019-2021, be offered a one-time opportunity to select a special BRN in the 200 series number reserved for Region Presidents.
Seconded by Region 7 President Ginger Slattery
Purpose / Impact(s): The purpose of this motion is to allow Mr. Sisk to select a special BRN after his term has been completed. He acknowledges that his term of office has passed, and he regrets that he didn't select a special number at that time and is asking for consideration to allow him to select it now.
Financial Impact: none

The motion passed without objection.

Further details about the motion can be found in the November meeting book in BoardEffect on page 34.

10.2 Region President BRN Selection

Motion / Item Number: 2023-47
Meeting Location and Date: Virtual, November 30, 2023, IBT meeting
Motion Maker: Rick Everson, President, Region 8
Title: Clarification of Time a Region President is Allowed to Select a Special BRN
Summary: This motion provides clarification to 16.6.10 Airstream Numbers, Part D, Sec. 3, subsection c, expanding the period of time a Region President is allowed to select a special BRN reserved for Region Presidents.
Motion: I move that the WBCCI Policy 16.6.10, Airstream Numbers, Part D, Sec. 3, Number any time during their term of office.
Seconded by Region 7 President Ginger Slattery
Purpose / Impact(s): To clarify the period when a Region President is allowed to select a BRN reserved for Region Presidents and limiting that option to the time they serving as a Region President.
Financial Impact: None

The motion passed without objection.

Further details about the motion can be found in the November meeting book in BoardEffect on page 36.

10.3 Low Country Airstream Club Charter

Motion / Item Number: 2023-48
Meeting Location and Date: November 30, 2023 Virtual IBT meeting

Motion Maker: Ms. Christine Baum, WBCCI Region 3 President
Title: Low Country Airstream Club Permanent Charter Approval
Summary: Approve a permanent charter for the Low Country Airstream Club, Region 3
Motion: I move that in accordance with WBCCI Bylaws Article VI, Club Organization, Policy 6.6.1 Local Clubs, the Executive Council recommend, and the International Board Trustees approve, a permanent charter for the Low County Airstream Club, Region 3.
Seconded by EC member Jim Cocke
Purpose / Impact(s): Establish a new local club in Region 3, the Low Country Airstream Club, and approve a permanent charter for this club.
Financial Impact: none

The motion passed without objection.

Further details about the motion can be found in the November meeting book in BoardEffect on page 38.

10.4 Corporate Manager Title Change

Motion / Item Number: 2023-52
Meeting Location and Date: November 30, 2023 – Virtual IBT meeting
Motion Maker: Executive Council Member Kathy Geese and Executive Secretary Terri Warren
Title: The title of the corporate manager of WBCCI shall be established as Executive Director.
Summary: The term "Corporate Manager" only describes the position, is not descriptive of the responsibilities of this position, and creates confusion with our partners and vendors. The title of Executive Director more accurately describes the responsibilities of the position.
Motion: I move that per WBCCI Bylaws Article XI, Duties of Corporate Manager Sec. 3, the International Board of Trustees approve the use of the title "Executive Director" when referring to the position of corporate manager.
Seconded by Vice President Millie O'Donnell
Purpose / Impact(s): Update the job title to accurately reflect the leadership responsibilities.
Financial impact: As part of the title research by the motion makers, a salary analysis was also performed using data from a similar market. Those numbers were adjusted for Cost-of-Living in the geographic location for the pool of available candidates recruited to work in Jackson Center. Market value of the responsibilities required for the position of a corporate manager, the Executive Director, requires an increase in compensation and can be phased in as the budget allows.

The motion passed without objection

Further details about the motion can be found in the November meeting book in BoardEffect on page 40.

11.0 Region Business/Announcements

All regions reported on activities within their regions.

12.0 The meeting was adjourned at 1:47 PM ET.

Respectfully submitted,
Terri Warren, International Recording Secretary

Presidents Report

Eric McHenry

February 2024

Here's a summary of ongoing and upcoming items of interest to the IBT…

Mollie Hansen (Airstream Chief Marketing Officer – CMO) replacing Justin on IBT, effective March 2024. Mollie has been one of our key contacts with Airstream, Inc, including last year's Airstream Club Explorer Membership agreement.

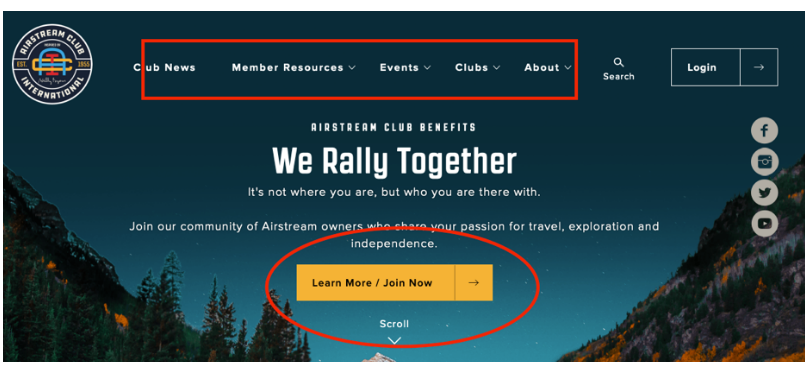
Strategy Session in March 2024:
EC plus <u>one representative per Region</u> (President or VP filling in for president). This is dictated by a) physical space in the Airstream Board Room, and b) keeping the group small enough for interactive discussions. Check with Millie (VP) on agenda. Will be similar to 2023, including a factory tour.

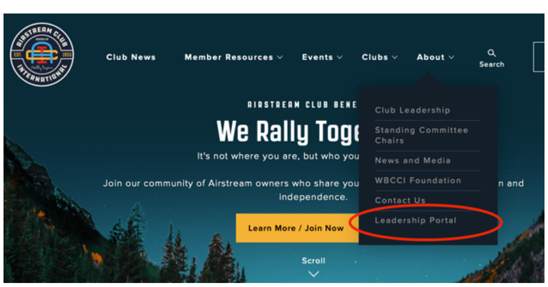
Leadership, Recruitment and Oversight Standing Committee

- Need to identify new Chair
- Task with upcoming elections and changes coming out of Special Committee.

Website Menu Refresh completed.

- Top level Menu redesign (based on website usage tracking data)
- New "Leadership Portal" – all things leadership, replacing "Rules of the Road"





MailChimp Automation Project (Information Technology Committee)

- New ITC-developed API (Applications Programming Interface) pulls directly from our ACI database backend, interfacing with MailChimp API.
- Automatically updates Region or Local Club "Audience" of members and affiliates. Within Region or Local Club Mailchimp subscription, simply hit "…send to all [members][affiliates]…".
- "**Free Mailchimp**": up to 1,000 monthly "sends" per month, up to 500 contacts.
- "**Essentials Mailchimp**" $13/month: up to 5,000 monthly email "sends" per month.
- Testing with Colorado Airstream Club; expanding shortly to next phase.

Why would a non-profit membership organization need a Confidentiality Agreement. (general non-profit guidance)?

It's essential to strike a balance between transparency and confidentiality. While transparency is crucial for accountability and building trust, there are instances where confidentiality is necessary to protect the organization's interests and those it serves. The specific terms and conditions of confidentiality agreements can vary based on the organization's needs and the nature of its operations.

Sensitive Information:

Non-profits often deal with sensitive information, such as donor lists, financial details, strategic plans, or confidential project information. A confidentiality agreement ensures that board members do not disclose this sensitive information to external parties.

Maintaining Trust:

Confidentiality agreements can help build and maintain trust among board members. Knowing that discussions and information shared within the board are confidential can encourage open and honest communication, leading to better decision-making.

Legal and Ethical Compliance:

In some cases, non-profit organizations may be legally or ethically bound to protect certain information. Board members are expected to adhere to these legal and ethical standards, and a confidentiality agreement serves as a reminder of those obligations.

Professionalism:

Implementing confidentiality agreements demonstrates a commitment to professionalism and responsible governance. It can also help board members understand the seriousness of their roles and responsibilities within the organization.

Protecting Personal Information:

Non-profit boards may deal with personal information about staff, volunteers or members. A confidentiality agreement can ensure that such information is handled responsibly and not disclosed without proper authorization.

Preventing Conflicts of Interest:

Confidentiality agreements can help mitigate conflicts of interest. Board members may have affiliations or interests outside the organization, and a confidentiality agreement can help ensure that such information is not improperly used.

Preserving Reputations:

Non-profits often rely on their reputation and public trust. A breach of confidentiality could harm the organization's image. By having confidentiality agreements in place, the non-profit can take steps to protect its reputation.

Why: ACI Confidentiality

Executive Council

February 2024

Eric McHenry, International President

Why: ACI Confidentiality Agreement

Role of IBT: Strategic Direction, Insight and Oversight

- What's Changed in the past 60+ years
  - Historically, the IBT and Committees rarely discussed items that need confidentiality (except for the E&G Committee)
  - The Region Presidents were only lightly involved in Club oversight and initiatives.
  - The Treasurers and Finance Committee were only lightly involved, required to present two updates per year, plus one budget recommendation.
  - Our Club had no strategic partnerships and few discount/benefit programs.
  - The IBT only met 1.5 times per year, with little Region President involvement in core issues.

Prior to 2022…

- Little to no information or activities needing confidentiality
- Most held at the International President level
- IBT largely kept in the dark until / if absolutely necessary
- No need for confidentiality agreement

Information Sharing Prior to 2022	Detailed Strategic Plan	Strategic Partnerships	Discount/Benefits Negotiations	Legal Settlements	Personnel Issues	IR Negotiations and Contracts	Club Budget	Financial Report	Financial Details	Grievances
International President	None	None	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Executive Committee	None	None	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Region Presidents	None	None	No	No	No	No	Yes	Yes	No	No
Region VPs	None	None	No	No	No	No	Yes	Yes	No	No
WBCCI/ACI Membership	None	None	No	No	No	No	Yes	Yes	No	No
Ethics & Greivance Committee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes
Finance Committee	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	No	No

2022 and forward…

"Oversight is impossible without insight…"

- Full IBT involved in Club Strategy, Review and Oversight
- Significantly more focus on financial planning and oversight
- Confidentiality agreement is required

Information Sharing NOW (2022+)	Detailed Strategic Plan	Strategic Partnerships	Discount/Benefits Negotiations	Legal Settlements	Personnel Issues	IR Negotiations and Contracts	Club Budget	Financial Report	Financial Details	Grievances
International President	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Executive Committee	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Region Presidents	Yes	Yes	Yes	Summary	Some	Yes	Yes	Yes	Yes	Summary
Region VPs	Yes	Yes	Summary	No	No	No	Yes	Yes	Summary	No
WBCCI/ACI Membership	Summary	Summary	No	No	No	No	Yes	Yes	Summary	No
Ethics & Greivance Committee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes
Finance Committee	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	No

Options for ACI Confidentiality

Proposals and Options

Mandatory: EC, Finance and E&G

- Option #1: Mandatory only, revert to pre-2022 access
    - Restrict confidential information to EC, Fin, E&G only
    - As needed distribution to IBT (marked with ”Confidential”)
    - Region VPs and Members at pre-2022 access level
- Option #2: Extend to IBT
    - Full access (per chart) to IBT
    - Region VPs and Members at pre-2022 access level
- Option #3: Extend to Region VPs
    - Not recommended due to complexities
    - Region VPs and Members at pre-2022 access level

Executive Director Report

Date:

February 1, 2024

Membership:

- 9,087 memberships on 01-31-2024
  - 16,721 members
  - Ended 2024 with 9,559* memberships
    - 165 less than originally published due to duplicate entries in the database

HQ Highlights:

- Joe Peplinski & David Gulley transported historical material on January 25
- I had a great conversation with David about copier replacement – lease ending
- Released sale of new ACI pin
- WBCCI.net to AirstreamClub.org 90% complete
- Zoom accounts cancellation since AirstreamClub.org accounts are done

707/709 Building Purchase

- Estimate came in at $245k – Meeting with Jim Cocke & Fred Keihl on March 15 to look at alternatives.

2024 Annual Membership Directory

- 277 orders have been placed as of 01/31/24

New Partners

- KOA Membership Rewards Program launched to entire membership 1-29-2024
  - New members will get a follow-up email two weeks after joining with KOA membership information
- Added Solo Stove Pizza Oven to options
- Added Zarges USA Cases – See ad in BB

RV Show

- Tampa RV show was a hit! Thanks to Lindsay Shropshire for being my boots on the ground
- Starting to share equipment with Regions (Region 9 has show end of February)
- Working on a show guideline to share

Banking Guidelines

- Will be sharing with groups in hopes this will help with banking issues

Art of Airstream Cooking

- Gina Kasten has retired as a contributor. I am looking for a replacement food contributor. If you have any suggestions, send them to me.

Additional project starting

- Stripe – Rally side implementation and ACH options for transactions
- Reorganizing the file structure in Board Effect
- Document Retention Policy
    - Share policy with EC for feedback
    - Outline electronic filing system

International Rally:

- The new rally app will be with Whova and released around April. Our rallies have outgrown Grupio.
- Upgraded our volunteer app to help track and manage volunteers

2024 Sedalia

- 1137 rigs registered as of 01-29-2024– including 11 kids

2025 York

LET'S MAKE HISTORY!
YORK
AIRSTREAM CLUB 68TH INTERNATIONAL RALLY
AUGUST 23-28, 2025

- The planning team is scheduled for Pre-Visit from June 9 to 13, 2024.

2026

- Presentation

2027 Rock Springs

- MOU was signed with Sweetwater Event Center for the 2027 IR - tentative dates are June 26 to July 1, 2027.

WBCCI - Airstream Club International
Membership Report
December 31, 2023

Month Membership Count	Aug-22	TOTAL 2023 YR	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	TOTAL 2024 YR
Expire Date	**219**		**279**	**200**	**252**	**224**	**207**	**5,302**	**271**	**371**	**342**	**323**	**317**	**478**	
Member Renewal	154		261	166	194	202	172	4444	40	18	7				
Auto Renewal	2														
Renewed	**156**	**7739**	**261**	**166**	**194**	**202**	**172**	**4444**	**40**	**18**	**7**	**0**	**0**	**0**	**5504**
Joins	263	**2082**	179	176	176	126	136								**793**
Total Current	**419**	**9214**	**440**	**342**	**370**	**328**	**308**	**4444**	**40**	**18**	**7**	**0**	**0**	**0**	**9,559**
Non-Renewed															
Unknown		0													0
Death		0													0
Quit		0													0
Sold Airstream		1													0
Total Non Renewals	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Renewal Rate Per Mon	**71%**	**84%**	**94%**	**83%**	**77%**	**90%**	**83%**	**84%**	**15%**	**5%**	**2%**	**0%**	**0%**	**0%**	**85%**
Cumulative Average	**71%**		**84%**	**83%**	**82%**	**83%**	**83%**	**82%**	**77%**	**76%**	**75%**	**74%**	**74%**	**44%**	

Banking Guide

The following guide is for ACI Regions, Clubs, and Intra-Clubs to help obtain and or keep a bank account for your local group. There have been many banking regulation changes over the last decade, and it is more complicated to obtain a bank account than in years past.

General Information

- All Regions, Clubs, and Intra-Clubs are organized as 501c7 social club organizations.
- A 501c7 social club is a non-profit organization exempt from paying federal income tax but not from sales tax like a charity.
- All Regions, Clubs, and Intra-Clubs have an individual employee tax identification number, better known as an EIN.
    - Each Region, Club, and Intra-Club should have a copy of their EIN determination letter. If not, contact HQ at info@airstreamclub.org.
- All Regions, Clubs, and Intra-Club EINs fall under the management of the Wally Byam Caravan Club International, Inc. group exemption.
- All Regions, Clubs, and Intra-Club are unincorporated and are defined as a social club/association.
- Some Regions, Clubs, and Intra-Clubs have registered their name in the state they operate in. This is a challenge for some since they cover multiple states.
- If your Regions, Clubs, and Intra-Clubs must register within a state, the registration should be in name only, **not** as a corporation.

Banking Options

There are abundant variables in play when opening a bank account or updating a current one. The variables are the bank, the bank representative, and the state.

Patience is the key!

It is best to call the bank and ask what documents are needed for an unincorporated 501c7 social club/association.

Meeting Minutes & EIN Determination Letter

Some banks will accept Region, Club, and Intra-Club meeting minutes stating who will be on the bank account and a copy of their EIN determination letter. In addition to the meeting minutes, in some cases, HQ has supplied a letter explaining the structure and that they are subordinate to the Wally Byam Caravan Club International, Inc. group exemption.

US Bank – HQ Assist

ACI has a close working relationship with US Bank. Over the last six years together, we have created a system to make banking easier for our Regions, Clubs, and Intra-Clubs.

HQ can start the setup process for a US Bank account. The entire signup process is done virtually. There are no monthly fees with the bank account providing no paper statements. US Bank accounts can provide checks, debit cards, electronic deposits, and online banking. HQ will be listed on the account as a silent, non-using owner to represent the corporation documentation, and the only other involvement HQ would have is when a signer needs to be changed. HQ does not see these accounts, which are not part of our treasury system. US Bank also provides ACI with a dedicated banking specialist for all our accounts.

Initial mobile check deposit limits are $500, and then, based on activity, they increase. However, when setting up a new account, the banking specialist will ask if you will need a higher limit to accommodate an upcoming influx of checks that will be deposited using mobile check deposit. If so, the banking specialist will request a higher limit at start-up.

To open a US Bank account, email info@airstreamclub.org with a copy of the minutes stating who will be signers on the account and the signer's name, address, phone, and email.

Cash

Cash is becoming more of a challenge to deal with since it cannot be electronically deposited. If you do not have a branch close to you to deposit cash, it is recommended to have someone accept the cash and then write a check to the club for it to be electronically deposited. If this happens, it is also recommended that this is documented and two members witness the process so there are no questions.

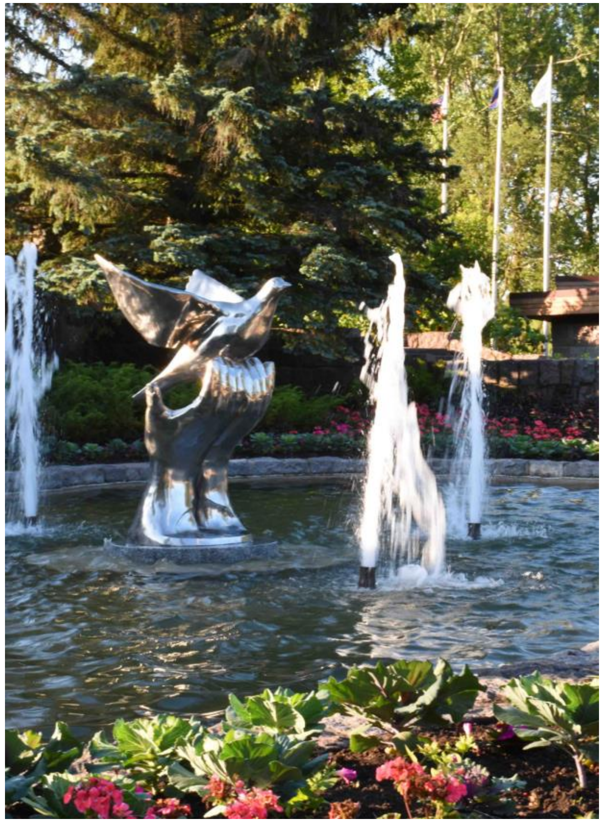
2026 International Rally – Minot, ND

Lori Plummer – Executive Director

February 7, 2024

Minot, North Dakota

- Minot is
  - Located in the north-central region of North Dakota
  - Population of roughly 50,000
  - Elevation of 1,549 feet
  - Central Time Zone
  - Average temps in August are highs of 81 and lows of 56
- Minot is
  - Targeting August of 2026
  - Locals ooze with passion for their community!
  - They want us there!
  - Located 50 miles from the Canadian Border
  - 106 Miles from International Peace Garden – Donated by WBCCI
  - Things to see
    - Zoo, Museum, Scandinavian Heritage Park, Discovery Center
    - Downtown full of quirky bars, eclectic shops, and restaurants offer a one-of-a-kind dining experience
    - Outdoor recreation, like hunting, hiking, fishing, birding and kayaking

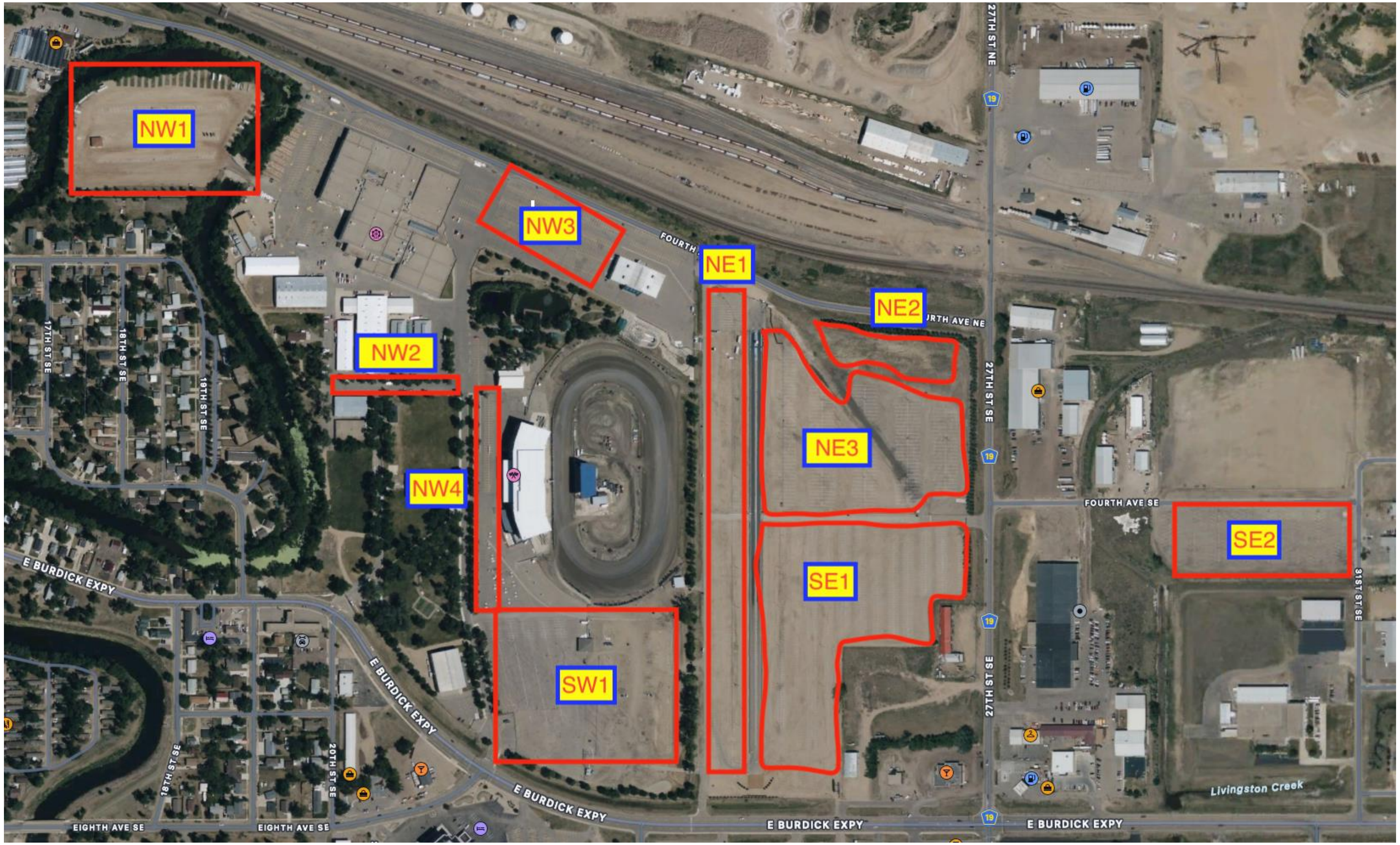


Minot, North Dakota

North Dakota State Fair Center - Parking

- Camping
  - 1,160 powered sites
  - 30 amp power
  - Pump Outs
  - **Scheduled delivery of Water**
  - 60 full hook-up sites – possibly sell at premium

North Dakota State Fair Center - Parking



North Dakota State Fair Center - Buildings

90% of our events will be held in the State Fair Center – Other events will be in the Commercial Building and the Bunny Barn. The contract will be for the exclusive use of buildings and grounds for a flat fee to include all tables, chairs, pipe and drape, and tents.

Treasurer's Report, February 5, 2024

Headlines

There has been a lot going on since the last update. Specifically, the resignation of the Treasurer and the appointment of a new interim treasurer. This quarters update was generated to inform the IBT of the financial health of the club. Many of the work and project activities have been slowed or put on hold until a new permanent treasurer can take office. This report will outline the following:

1. An executive summary of the financials vs the revised plan and vs prior year
2. An update on the new reporting formats and the approach on financial reporting for the club going forward (for now).
3. An overview of the changes to the original budget to arrive at a "revised 2023 – 24 budgets". This was completed collaboratively between the finance committee (Fincom) and the executive director
   Note: All analysis on the state of the financials has been conducted against the revised budget.
4. An update on open items the finance committee has been working on since the last update.

New reporting formats

There are standardized reports generated from QuickBooks that will be shared with the IBT, however, in this report you will find customized and summarized reports that also include analysis and insights. **The intent of creating the following 3 excel documents is to provide a summary of spending activities against budget in an easier to understand format.** These reports will be generated in excel from the standardized QuickBooks reports. The excel reports will mirror the quick books and are as follows:

- *Income Statement/P&L vs budget, prior year and actuals*; this is the profit and loss where we are comparing the numbers, item by item, against previous year's numbers. This report shows data similar to how it has been reported in the past
- *Balance Sheet*; this document reflects the "assets and liabilities" for the club
- *Statement of Cashflow*; this is a summary of where our cash was spent

Executive Summary of Q2 numbers

Here are some highlights from the Q2 numbers for the 2023-2024 fiscal year

FOR THE INCOME STATEMENT / P&L:

- We have collected 68% of the club's forecasted income for the year – the largest component of the income numbers is membership dues. The replanned number for growth is 4% (consistent with historical averages) vs 18% that was originally planned. The full year budget is $954,067 (in column #4 below) and we have collected $647,089 (column #2 below). Column #3 below is simply the difference and suggests that we need to collect $306,978 in the remaining 6 months of this fiscal year to hit our revised plan.
- In total expenses are tracking right on plan. 50% of the year has elapsed and we have spent 48% of the revised planned expenditures. (*note: details on what was changed in the plan follows later in this document)*
- Continued focus on spend management will be important to ensure we deliver our plan. Areas where we are spending too fast are as follows:
  - Building maintenance – we have spent 53% of the budget with 50% of the year elapsed,
  - Utilities - we have spent 55% of the budget,
  - Equipment – 93% spent
  - Tech Support – 90% spent
    - For the preceding 4 items the total spending is around $56,000 – not sizeable. Spending overruns in these areas would not amount to significant dollars. It is still important to manage these expenses as tight as we can – every dollar helps!!
  - Membership supplies – 65% of the budget spent
  - Banking 63% spent
  - Travel – 36% spent – this will increase after the strategy meeting – nothing to be concerned about

ACI - 2023- 24 Budget Update

YTD/Actual Charts vs budget and PY Q2 - 50% of the year has elapsed

	1	2	3	4	5	6	7	
	Actuals 2022-23	YTD Q2 23-24	Downhill 23-24	Rev Plan 23-24	% of the Year Spent vs Plan	Var vs vs 22-23	% Change vs 22-23	Comments
Revenue / Income	**$915,995**	**$647,089**	**$306,978**	**$954,067**	**68%**	**$38,072**	**4%**	Membership Income is at 68% of revised budget
Expenses								
Headquarters	519,033	310,929	291,757	602,686	52%	83,653	16%	Bldg Maint 53%, Util 55%, Equip 93%, Tech support 90% all = ~56k
Reserve	-	-	-	-	0%	0	#DIV/0!	
General Club	237,078	91,875	114,195	206,070	45%	(31,008)	(13%)	Membership supplies +65% and banking +63% - Both = ~ $73k
Publications	255,924	47,994	64,256	112,250	43%	(143,674)	(56%)	
Travel	40,059	25,734	52,327	78,061	33%	38,002	95%	Region travel +36%
Total Expenses	**$1,052,094**	**$476,532**	**$522,535**	**$999,067**	**48%**	**($53,027)**	**(5%)**	
Sub- TOTAL	**($136,099)**	**$170,557**	**($215,557)**	**($45,000)**		**$91,099**		
		Interest, Taxes, Depreciation & Amortization						
Interest/Taxes	-	-	-	-				
Depreciation/Amortization	60,732	-	25,000	25,000		(35,732)	(59%)	Will be booked by close of year
ACI Net Income	**($196,831)**	**$170,557**	**($240,557)**	**($70,000)**		**$126,831**		
		International Rally & Caravan						
IR Profit (Loss)	173,698	1,593	(1,593)	-		(173,698)	(100%)	Minor recalss to be done here
Caravan Profit (Loss)	(47,567)	25,692	(8,192)	17,500		65,067	(137%)	WE have exceeded Caravan projected full year profit
TOTAL Net Income	**($70,700)**	**$197,842**	**($250,342)**	**($52,500)**		**$18,200**		Current year plan is re-planned at a loss ($52,500)

FOR THE BALANCE SHEET

- The table below breaks down the Assets and Liabilities for ACI. You will find 2022-23 ending year balances in column #1 and a column for each quarter this year in columns #2-#5. The comparisons are in column #6 and #7. Column #6 compares Q2 (Quarter 2) this year to last years ending balance and column #7 will show you the change between Q2 and Q1 this year.
- The headlines for the balance sheet are as follows
  - We have $$2.2 million of assets and liabilities – *note: these will always balance*
  - Assets have increased $1.3mm vs last year and $700k vs Q1
    - Primary drivers of this increase are 2 things –
      1.) we purchased a $600k building and
      2.) we have collected money for IR and membership dues.
  - Liabilities have increase due to
    - The mortgage on the new building $473k and the prepaid dues for IR

ACI - 2023- 24 Budget Update

Balance Sheet

	1	2	3	4	5	6	7	Comments
	Actuals 2022-23	Q1 2023-24	Q2 2023-24	Q3 2023-24	Q4 2023-24	Q2 vs 2022-23	Q2 vs Q1 2023-24	
Assets								
CDs	200,035	200,070	202,415			2,380	2,345	
Life Accounts	112,769	104,304	103,920			(8,849)	(384)	
Checking accounts	270,623	760,433	984,735			714,112	224,302	Cash up due to renewals and IR fees
AR	10,239	12,024	2,330			(7,909)	(9,694)	
Other assets	105,739	154,568	189,060			83,321	34,492	
Fixed Assets net of Depr	202,068	329,593	808,772			606,704	479,179	Assets up due to new building
	$ 901,473	$ 1,560,992	$ 2,291,232	$ -	$ -	$ 1,389,759	$ 730,240	
Liabilities								
AP	(30)	620	(30)			0	(650)	
Credit Cards	22,622	557	567			(22,055)	10	
Ohio Tax Payable	55	75	76			21	1	
Life Member Fund	84,961	76,456	75,406			(9,555)	(1,050)	
Mortgage	-	-	473,009			473,009	473,009	Booked the Building in Q2
Prepaid Dues	-	572,747	750,125			750,125	177,378	IR fees
	$ 107,608	$ 650,455	$ 1,299,153	$ -	$ -	$ 1,191,545	$ 648,698	
Equity								
General Fund	404,461	404,461	404,461			0	0	
Int Rally	117,145	117,145	117,145			0	0	
Opening Balance Equity	288,115	288,280	290,305			2,190	2,025	
Common Cents for Kids	-	-	-			0	0	
Unrestricted Net Assets	(5,887)	(17,630)	(17,672)			(11,785)	(42)	
Profit/ (Loss)	(9,968)	118,282	197,842			207,810	79,560	
	$ 793,866	$ 910,538	$ 992,081	$ -	$ -	$ 198,215	$ 81,543	
Total Liabilities & Equity	$ 901,474	$ 1,560,993	$ 2,291,234	$ -	$ -	$ 1,389,760	$ 730,241	

FOR THE CASH FLOW STATEMENT

- The table below breaks down where we have spent the "cash" for the club. You will find 2022-23 ending year balances in column #1 and a column for each quarter this year in columns #2-#5. The comparisons are in column #6 and #7. Column #6 compares Q2 (Quarter 2) this year to last years ending balance and column #7 will show you the change between Q2 and Q1 this year.
- Key drivers of change in our cash vs prior year are as follows (see column #6):
  - Operating activities have seen a net increase in cash due to IT fees and membership dues
  - Investing activities have seen a large decline in cash - ~$500k due to the building purchase
  - Financing activities have increased $500k vs prior year due to the building financing

ACI - 2023- 24 Budget Update

Cash Flow

	1	2	3	4	5	6	7	Comments
	Actuals 2022-23	Q1 2023-24	Q2 2023-24	Q3 2023-24	Q4 2023-24	Q2 vs 2022-23	Q2 vs Q1 2023-24	
Operating Activities								
Net Income	(9,968)	130,039	197,842			207,810	67,803	
AR	(3,583)	3,867	7,910			11,493	4,043	
Inventory Asset	5,139	2,369	5,358			219	2,989	
IR Inventory Asset	1,539	2,369	(1,868)			(3,407)	(4,237)	
PPD expense	(20,760)	(59,782)	(83,682)			(62,922)	(23,900)	
Club Chase	13,643	(21,044)	(21,911)			(35,554)	(867)	
Rally Bank	0	(152)	(152)			(152)	0	
American Express	(250)	(152)				250	152	
Ohio Tax Payable	44	21	21			(23)	0	
Life Member Fund	(7,518)	(4,665)	(9,555)			(2,037)	(4,890)	
PPD dues	(10,024)	687,495	750,125	0	0	760,149	62,630	IR Fees
	($31,738)	$740,365	$844,088	$0	$0	$875,826	$103,723	
Investing								
Land & Building	(5,000)	(598,513)	(599,087)			(594,087)	(574)	Q1 purchase of building
Equip & Furniture	(58,207)	(7,618)	(7,618)	0	0	50,589	0	
	($63,207)	($606,131)	($606,705)	$0	$0	($543,498)	($574)	
Financing Activities								
Mortgage	0	473,009	473,009			473,009	0	
Common Cents for Kids	(143)	0				143	0	
Unrestricted Net assets	55	0				(55)	0	
Open Balance Equity	(24,592)	165	2,190	0	0	26,782	2,025	
	($24,680)	$473,174	$475,199	$0	$0	$499,879	$2,025	
Net Cash Increase for quarter	($119,625)	$607,408	$712,582	$0	$0	$832,207	$105,174	
Cash at Beginning of Period	$703,992	$582,557	$582,557	$0	$0	($121,435)	$0	
Cash at End of Period	$584,367	$1,189,965	$1,295,139	$0	$0	$710,772	$105,174	

Update on the budget replan of the current year expenses

Below is a table that shows the original approved budget (column #1) and the revised budget (column #2) that has been completed.

	1	2	3
	Orig Budget 2023-24	Revised 23-24 w/o IR	24 Bud to Replan Change
TOTAL ACI Revenue excluding IR & Carvan	$1,042,395	$954,067	($88,328)
TOTAL ACI Expense excluding IR & Caravan	$1,125,522	$999,067	($126,455)
Sub-Total	**($83,127)**	**($45,000)**	**$38,127**
Interest/Taxes	$0	$0	$0
Depreciation/Amortization	$25,000	$25,000	$0
Profit (Loss)	**($108,127)**	**($70,000)**	**$38,127**
IR - International Rally Revenue	$667,690	$ -	($667,690)
IR - International Rally Expense	$602,063	$ -	($602,063)
Profit / (Loss)	**$65,627**	**$ -**	**($65,627)**
TOTAL ACI Revenue Including IR & Caravan	$1,710,085	$ 954,067	($756,018)
TOTAL ACI Expense Including IR &Caravan	$1,727,585	$ 999,067	($728,518)
Sub-Total	**($17,500)**	**($45,000)**	**$ (27,500)**
Interest/Taxes	$0	$ -	$ -
Depreciation/Amortization	$25,000	$ 25,000	$ -
Profit (Loss)	**($42,500)**	**($70,000)**	**$ (27,500)**

- Please note the **original budget** (all in – including Caravan, International Rally and Depreciation) was a profit loss of ($42,500).
- The revised budget that was completed (all in) is a profit loss of ($70,000) - $65,627 of this loss is directly attributable to the IR shifting to the next fiscal year.
- The following adjustments were made to the original budget
    - ($88,328) - Membership Income was reduced to a growth rate of 4% - consistent with historical levels
    - ($37,000) – Cost of employees reduced for freezing a position and reclassifying the HH expense to the proper category
    - ($13,486) – Mortgage reduced to reflect actual expenses for the year (the initial budget was an estimate)
    - ($45,194) – Eliminated the reserve
    - ($5,000) – reduced membership supplies consistent with the reduction in membership
    - ($9,000) – Eliminated the president appreciation dinner for international since it shifted to the next fiscal year

- ($16,775) – reduction of travel to be consistent with historical averages
- ($65,627) – profit reduction due to IR shit to next fiscal year

- Recap –
  - ACI Income ($88,328) Expenses ($126,455) for a revised net profit of ($45,000) – after depreciation is booked profit will be ($70,000)

Update from the last Treasurer's report on open Action Items

The Finance Committee has a working list of approximately 25 items. These items have slowed or been put on hold until a new Treasurer takes office. The following actions were committed to the IBT in the Q1 report and below is an update on the status of these items.

1. **Re-plan the current year budget** and manage tightly to the new budget - COMPLETED

2. Facilitate a dedicated **EC quarterly meeting** focused on the Club's finances. COMPLETED for Q1 – A more comprehensive training is being developed for the Strategy Meeting in March

3. Facilitate a dedicated **Regional Leadership/EC meeting** focused on the Club's finances COMPLETED for Q1 – A more comprehensive training is being developed for the Strategy Meeting in March

4. Review the budget for the upcoming IR – **Sedalia** – and re-plan as necessary COMPLETED a historical review and analytical analysis on a person basis was completed for every rally since Doswell in 2018. Planned budgets for Sedalia, York and Minot were also reviewed vs the historical spending trends and conclusions and recommendations on the path forwards were made to Eric, Millie and Lori.

5. Inform the IBT about how **depreciation** will be planned and reported going forward - Will be completed as a part of the training in March at the Strategy Meeting. All of the financial reports above include a placeholder for depreciation. During the next fiscal year's planning process it will be incorporated more formally into the budget.

6. Revise our financial **reporting** to separate General Operations, International Rallies and Caravans into distinct cost centers WORK IN PROGRESS – To be completed with the new treasurer

7. To ensure equitable cost sharing, review expenses incurred by HQ for services rendered to Caravans and International Rallies and adjust, as necessary, reimbursements to HQ. On Hold - to be completed with the new treasurer

8. Establish **operating reserves** for both long term and short-term expenses – A proposed policy has been drafted and it has been placed on hold until the Strategy Meeting and it will be completed with the new treasurer

9. **Defer expenses**, including some or all renovations of newly purchased building. There is a motion on the table at this meeting asking to allocate an unqualified $80K for this effort. We recommend this motion is

tabled or modified to break cost/work into steps. If it comes up for a vote, unmodified, our recommendation is to vote No at this time. AWAITING REVISED MOTION FOR REVIEW

10. Revisit growing **credit card fees** being absorbed by General Operations; the $10 dues increase for the 2020-2021 fiscal year assumed the club would carry credit card fees associated with membership renewals, a cost which has grown over the years. On HOLD - To be completed with the new treasurer

11. Deep dive **financial training** and review at the March 2024 Strategy Session WORK IN PROGRESS – an architecture will be shared and a structure of how Fincom will operate going forward will be proposed in thee meeting. To be ratified and approved when the new treasurer is on board

To: International President Eric McHenry
International Board of Trustees

From: John Becker, Chair, Caravan Committee

Re: Caravan Committee Report

Date: Wednesday, January 31, 24

2024/5 National Caravans

We will be running many new, or revised, caravans in 2024 and 2025.

In April and May of this year Caroline and Robert Barnes and Robin and Stephen Keen will lead the inaugural “Florida Coastal Caravan”. It will start in St. Augustine, FL and finish in Jensen Beach, FL. Enjoy the Fun, Space, Treasure, and Paradise Coasts on the way to the lower Florida Keys.

Also in April and May, Pam and Jim Dudley and Keith and Barbara Roberts will be leading “Texas Six Shooter”, a new version of what used to be the “Gone to Texas” national caravan. It starts in west Texas and finishes in the Dallas Fort Worth area.

In September Grapes and Grains leaders David and Denise Lorenz and Steve and Mindy Downie will be leading “Sipping across Missouri”. This 10 day caravan will combine camping with Winery, Brewery, and Distillery tasting in Missouri.

Later in the year, in November, is another shorter (15 night) caravan led by Brian and Nancy Powers and Mark and Michelle Wright: West of the Pecos. You will enjoy the best of West Texas on this trip.

In 2025, to continue the crawl theme, Trent and Jennifer Roberts will lead the “Gulf Coast Crawl” in January. The caravan will rendezvous in Dauphin Island, AL and finish in Carenco, LA. This will be a fast-paced, 16 day caravan to explore some of the history cuisine, and hospitality along the Gulf Coast of Alabama, Mississippi, and Louisiana.

In 2025 the “Southeast Coastal Crawl” will run in April and May. Gary and RoseMarie Anderson and Carol and Ray Combs will lead. The club used to run a “Southeast Coast Spectacular” caravan - the leaders have totally revamped/updated the itinerary, which will now start in St. Augustine, FL and finish in Chincoteague, VA.

In June 2025 Mark and Misti Roach and Ed and Joni Hall will lead the inaugural “Kids on the Blue Ridge”, a short (10 day) caravan. All activities are children friendly with alternative options where there are age or weight restrictions. If you are traveling with children or grandchildren try out this active caravan.

The full 2024 caravan plan is attached at the end of this report. My thanks again to all the volunteer leaders of these new caravans as well as the leaders of our “old favorites”.

Long Wait Lists
There are some caravans with long wait lists, which is frustrating for members (they can’t plan) and leaders (managing the lists and contacting people who signed up years ago is very time consuming and frustrating). This is especially acute for the North to Alaska caravan, where the list is 8-10 years long. (As an aside we used to run this caravan on alternate years and the change to annual operation has not cleared the wait list).

In June we are going to test an alternate approach - essentially reopening the caravan first to those on the wait list and then to the rest of the club. We will guarantee a spot for the following year (2025) to the first people who sign up. A small number of rigs will be on a stand-by list and if they don’t go in 2025 they will be guaranteed a 2026 slot. Club members will know when they will go and this will also be easier on the leaders.

As with any change, some are going to be happy and some not (if you were close to going in 2025, and then don’t get a spot). Nevertheless the leaders and I feel the current situation is worse and a change is needed.

Caravan Fund
As of 31 December 2023 the fund balance was $88,491.66. Available cash is $74,593.66. We have receivables of $18,311 (for funds advanced to caravans) and a payable to Jackson Center HQ of $13,898 for their support. After the pandemic, we put in place a temporary measure in order to recover the money we spent to ensure every club member received a full refund for national caravans the club cancelled; we asked leaders to remit cancellation fees to the caravan fund. After discussion with members of the caravan committee, we will end this temporary measure in 2024. Cancellation fees will continue to be charged and reduce the costs for participants.
Caravan participants will continue to pay 3% of the kitty fee (with a $100 maximum) to the caravan fund; most of that is remitted to Jackson Center HQ for their support services.

In closing…
Finally, my thanks to the members of the caravan committee - without them I could not have done this role. Please join me in congratulating (and supporting) Ray Combs, the new chair of the caravan committee effective 31 Jan 2024. As immediate past chair, I will continue to work with Ray and the rest of the committee.

Respectfully submitted,

John Becker
Caravan Committee Chair
Volunteer Co-Leader, Southwest Adventure National Caravan

2024	Caravan	Leader(s)	Timing	Rigs
N-2024-A1	Cajun	Schwarz	March	25
N-2024-F	Rolling to The Big Easy	Sajovich/Richards	March	25
N-2024-U	Georgia on My Mind	Thibadeau/Weisenberger	March	20
N-2024-AA	Natchez Trace	Beavers/TBD	April	22
N-2024-BB	FL Coastal Caravan	Barnes/Keen	April-May	17
N-2024-K	Taste of the Blue Ridge	Lovett	May-June	20
N-2024-D	Nuts for Ruts: Finding the Oregon Trail	Tighe/Brennan	June-July	22
N-2024-H	Viking Trail	Leggat	June-Aug	20-30
N-2024-X	TX Six Shooter	Dudley/Roberts	April-May	22
N-2024-J	Springtime in the Rockies	Thennes/Johnson	May-June	26
N-2024-S	Canadian Rockies	Howell/Taylor	July	20
N-2024-N	North to Alaska	Hackney/McGinn	July-Sept	27
N-2024-G	SW Adventure	Becker/Prasch	Aug-Oct	30
N-2024-Z	It's a New York (State) State of Mind	Hammer/Fuller	Aug-Sept	22
N-2024-HH	Sipping Across Missouri	Lorenz/Downie	Sept	20
N-2024-B	Ores, Shores, Waters & Lights East	DeLeeuw	Sept	17
N-2024-E	Northern Lights & Polar Bear	Harrower	Sept-Oct	20
N-2024-R	Smidge of the Blue Ridge	Hall	Sept	20
N-2024-W	Mother Lode of Mother Road - Route 66	Ketchum	Sept-Nov	25
N-2024-CC	West of the Pecos	Powers/Wright	November	17

Report of the International Ethics and Grievances Standing Committee
December 2023

Recent Grievances within the Club in 2022 and 2023 have raised questions and issues with the legislation and process that previous Grievances have not.

This report is the Standing Committee's suggested actions - bylaw amendments and a new form for filing a Grievance – to clarify and improve the operation of the Grievance Process going forward.

A previous draft Report was reviewed by the International Executive Committee and their guidance plus additional review by the International Standing Committee members have determined the actions included below.

The items are presented under the headings **Proposed Amendments to Article V and New Jotform for Submissions of Complaints.**

Summary of Proposed Amendments to Article V

Sec. 1 Grievance Filing

A. Remains the same

B. For clarity, complaints regarding approved decisions or actions of the International Executive Council. IBT, and any Region or Local Club Executive Committee, including the decisions and actions mandated by Club Bylaws and Policies made by Officers in the conduct of their duties are not subject to Article V.

   Rationale: This clarifies that the Grievance process is not the means to overturn decisions of the elected leadership that have been made in the normal course of Club business

C. (formerly B) Remains the same
D. (formerly C) Remains the same

Sec. 2 Grievance Procedure

A. Complaints shall be filed in writing using the Airstream Dispute Form available on the ACI website. The Complaint must be filed at the appropriate level no later than fourteen (14) days after the alleged violation or misconduct occurred or was discovered. The Complaint will go to the Chair of the Ethics and Grievance Standing Committee or the Chair of the responsible International Standing Committee.

Rationale: This new paragraph provides a Jotform Form for complainants to file their information. The intent is to make the information required clear and consistent.

B. Upon receipt of the complaint, the Presidents of the Local Club, Region and International President, or the responsible International Standing Committee Chair shall review the complaint and determine if it is filed at the appropriate level. After the determination has been made a copy of the grievance shall be referred to the International Ethics and Grievance Standing Committee. In the case where no Local Club or Regional Grievance Committee exists to hear the complaint, one shall be appointed by the appropriate President. The International Ethics and Grievance Committee shall adjudicate Grievances arising from National Caravans and Special Event Rallies and any other official Club activities at the International level.

Rationale: This revision clarifies the process and officers who decide which level (International, Region or Local) will deal with the complaint.

C. Remains the same

D. Remains the same

E. Should a formal hearing be requested by the accused it shall be the duty of the appropriate level Committee Chair to set the time and place and notify both Complainant and accused (Respondent) by certified mail. This shall be done as quickly as possible. Such hearing may be held in person or electronically if both parties agree.

Rationale: This revision adds clarity and modern language.

F. The hearing will be conducted in a professional manner. Both the Complainant and Respondent must be present at the hearing. Witnesses need not be present and may be represented by a written statement that will be read into the record. Complainant and Respondent shall each have one (1) hour to present their facts. All relevant testimony, documents or other evidence shall be admitted and considered by the Committee. Proper language and respect for all parties shall prevail at all times during the hearing.

Rationale: This revision clarifies the process, provides time limits to submissions and requires the participants to conduct themselves in a respectful manner during the Hearing.

G. Findings of fact by the Committee shall be based on the complaint, the response (if any is filed), the testimony presented at the hearing (if any), and the written evidence and documents produced. The Committee's findings, together with its recommendations, shall be reported, in writing to the Local Club, Region, International President, or responsible International Standing Committee Chair within fourteen (14) days.

Rationale: This revision adds a time limit for Grievance Committees to report their findings.

H. A transcript or recording of the hearing will be filed with Headquarters and made available, by Headquarters, if it is required for the appeal process to all directly involved parties, including members of the Appeal Board.

Rationale: This additional paragraph requires a record of the Hearing to be kept and filed with Headquarters and made available to involved parties for an Appeal Hearing.

I. (Formerly H) The committee's determination may be, but is not limited to: (2/23/23)

1. The grievance be dismissed,
2. The member(s) be given a letter of reprimand,
3. The member(s) be suspended from membership in the Local or International Club,
4. The member(s) be expelled from membership in WBCCI.

Suspension (3 above) by a Local Club Grievance Committee decision requires written approval of their Region Executive Board (local) or International Executive Committee (International) prior to the decision being delivered to the complainant and accused.

Any decision to expel a member by any Grievance Committee requires approval, in writing, of the International Executive Council.

Rationale: This revision clarifies the Suspension and Expulsion actions available to the Grievance Committee and the requirement for approval by Region Executive Board or International Executive Council.

J. (Formerly I). It shall be the responsibility of the appropriate Local Club, Region, International President or responsible Standing Committee Chair to send, by certified mail, return receipt requested, delivery to addressee only, a copy of the Committee's determination to the complainant and the accused within fourteen (14) days.

Rationale: This revision adds a time limit to notifying the complainant and the accused of the decision of the Grievance Committee.

Sec. 3 Appeal Process

A. Any member who has been expelled or suspended from membership in the International Club may, at any time within fourteen (14) days following such expulsion or suspension, file a written notice of appeal with the International President. Such notice shall state the errors relied upon as grounds for the reversal of the decision on such expulsion or suspension and may contain a demand for a hearing.

   Rationale: This revision changes the time to appeal from 30 days to 14 days.

B. Upon receipt of a notice of appeal, it shall be the duty of the International President to appoint an Appeals Board composed of three (3) members of the International Board of Trustees who are not members of the Executive Council. The President shall name one of the members appointed to be the Chair of the Appeals Board.

Rationale: This revision clarifies the members of the IBT who can constitute a Hearing Board. It removes the EC members who have already approved a suspension or expulsion.

C. Remains the same

D. Remains the same

E. Remains the same

F. Remains the same

G. Any members expelled or suspended as provided in Sec. 3 hereof who fails to file an appeal within fourteen (14) days of the mailing of the notice, shall be deemed expelled or suspended as the case may be, after the fourteen days (14) have expired. If suspension or expulsion is recommended, the International President will then inform the Region and Local Club Secretaries as well as the Corporate Manager, who will notify the Secretaries of all Local Clubs of the name and address of the person expelled.

Rationale: This revision changes the period when a suspension or expulsion becomes effective from 30 days to 14.

Section 4 The suspension or expulsion of any member is deemed to include and spouse or significant other of that member unless specified otherwise in the Grievance Committee decision.

Rationale: This revision requires the Grievance Committee to specify if a suspension or expulsion applies to a spouse or significant other.

Sections 5 – 8 Remain the same

New Jotform for Submissions of Complaints

https://form.jotform.com/232778004467057

Airstream Club International Complaint Form

- Name

  First NameLast Name

- Email

  example@example.com

- Big Red Number
- Date of Incident

  Date

- Describe the Incident
- What portion of the ByLaws/Code of Ethics was violated?
- Names and BRN's of Witnesses, if any
- Complainant's Signature

Powered by **Jotform Sign**Clear

- Date of Submission

Date

The

Committee Report F – Historical Standing Committee
IBT Meeting
February 22, 2024 – Virtual

To: President Eric McHenry and Members of the IBT
From: Joe Peplinski, WBCCI Historical Committee Chair
Date: January 8, 2024

The Historical Committee continues to support club leadership and club members when historical information is requested, as well as research and write historical articles for the Blue Beret. Since our last written report in November 2022, our committee has expanded to ten members:

- Joe Peplinski #702/#6768 (Committee Chair)
- Damon Beals #4827
- Jeff Dalrymple #7026
- Karen Fisher #155/#248
- Scott Goranson #28671
- David Gulley #12540/Various
- Ken Johansen #221/#1818
- Samantha Martin #22109
- Lorrie Robertson #702/#6768
- Martis Tipton #31114

I want to update you on two items the Historical Committee is currently working on:

1. A proposed revision to Heritage Number Policy
2. Archival document management software and cloud storage

The first of these items has generated an Action Item to be presented as a motion at the IBT meeting on February 22, 2024. This motion, if approved, would revise Heritage Number Policy to allow a Big Red Number (BRN) to be designated a Heritage Number based upon significant, historically important, personal contributions to the club that have withstood the scrutiny of time, but that cannot be so recognized under existing Heritage Number Policy. A good example is BRN 1208 of Frank and Vivian Sargent, who dedicated years of effort to developing the series of China Caravans that ran from 1985 through 1988. The China Caravans took members to a newly opened, developing part of the world and brought great publicity to WBCCI.

Regarding the second item, the Historical Committee has identified SmartVault as a cost-effective solution to manage our digital WBCCI Archive materials. This product offers unlimited cloud storage, five administrative user accounts, unlimited contributor accounts and content viewers, a web portal, and redundant cloud storage in three locations for safety and security. The cost is $1500/year, but we can subscribe in six-month increments, so the first six months fall within our existing 2023-24 $1000 budget, but we will need to request a budget increase to $2000 for the 2024-25 budget year to cover an ongoing subscription and have a little room to cover other committee expenses.

Thank you for the opportunity to continue to serve the club in this role.

Respectfully submitted,

Joseph Peplinski #702/#6768
Chairman, WBCCI Historical Committee

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

IBT MOTION

(Submit All Proposed Motions to **motions@airstreamclub.org**)

Motion / Item Number: 2024-02

Meeting Location and Date: Virtual – February 22, 2024

Motion Maker: Joe Peplinski

Title: Revise Heritage Number Policy

Summary: This motion revises the Heritage Number Policy to allow an Airstream Number to be designated as a Heritage Number based upon historically significant personal contributions to the club. One incongruent reference to the "Executive Committee" within the current Heritage Number Policy is also corrected to "IBT."

Motion: I move that WBCCI Policy 16.6.10, Airstream Numbers, Part E, Sec. 1 Heritage Numbers, subsection b be amended and a new subsection b, ii be inserted, and the reaming subsection re-lettered to allow for Heritage Numbers based upon historically significant personal contributions as stated in Exhibit 1.

REQUIRED Attachments (for Policy, Bylaws and/or Constitutional Amendments):

- **Exhibit 1: Redlined Current Blue Book text**
- **Exhibit 2: Proposed (new) Blue Book text**

SECONDED BY: ____

Purpose / Impact(s): The aim of this proposal is to permit the designation of an Airstream Number (referred to as Big Red Number or BRN) as a Heritage Number, based on historically significant contributions made by an individual to the club. The current Heritage Number Policy includes an inaccurate reference to the "Executive Committee," which is corrected to "IBT."

The impact of the motion will be the retirement of these numbers from use by active members.

Background: When the concept of Heritage Numbers was first proposed in 2017, a provision for "personal contributions" was included, but the motion was too complex and was withdrawn. Since that time, smaller pieces of Heritage Number Policy have been approved in a piecemeal fashion. This is the last piece of the original Heritage Number proposal to be addressed. It is important to recognize club members who made historically significant personal contributions to the creation, promotion, and growth of the club and the activities it sponsors but that do not fit under the "historically significant caravan" provision of the current Heritage Number Policy. An example of an Airstream Number deserving such recognition is 1208, the BRN assigned to Frank and Vivian Sargent when they dedicated years of effort to developing the series of China

Caravans that ran from 1985 through 1988. Those historic, never been done before caravans visited a newly opened, developing part of the world. They brought great publicity to WBCCI and are still recognized as historically important nearly four decades later.

Financial Impact: There is no financial impact to WBCCI.

ATTACHMENTS
Exhibit 1:

Policy 16.6.10, Airstream Numbers

E. Airstream Number Exceptions: The following exceptions apply to the Airstream number ranges defined in Policy 16.6.10, Item D:

1. Heritage Numbers: The Heritage Number policy is as follows:
   a. Airstream Numbers that have been designated Heritage Numbers shall be reserved from reassignment except as permitted by other rules within Policy 16.6.10, Item E. Current members assigned an Airstream Number that is later designated as a Heritage Number may continue to use that number as long as they remain members in good standing.
      i. Heritage Numbers in the Sub 100 Series (1-100) are only restricted from reassignment at the sole discretion of Airstream, Inc.
      ii. Heritage Numbers in the 100 Series (101-199) are not restricted and can be assigned to International Presidents in accordance with Policy 16.6.10, Item D, Subitem 2.
      iii. Heritage Numbers in the 200 Series and above (200-32000+) shall be restricted from reissue as normally allowed by Policy 16.6.10, Item D, Subitem 2 ~~thru~~ through Policy 16.6.10, Item D, Subitem 8.
   b. Airstream Numbers can be designated as Heritage Numbers as follows:
      i. -Airstream Numbers that were in use on Airstreams while participating in historically significant caravans, as determined by the Historical Standing Committee and approved by the ~~Executive Committee~~ IBT, may be designated as Heritage Numbers.
      ii. Airstream Numbers that were assigned to club members while they made historically significant personal contributions to the club, as determined by the Historical Standing Committee and approved by the IBT, may be designated as Heritage Numbers.
      iii Nominations for Heritage Numbers with rationale will be submitted by the WBCCI Historical Standing Committee to the IBT for their approval.

Exhibit 2:
Policy 16.6.10, Airstream Numbers

E. Airstream Number Exceptions: The following exceptions apply to the Airstream number ranges defined in Policy 16.6.10, Item D:

1. Heritage Numbers: The Heritage Number policy is as follows:
   a. Airstream Numbers that have been designated Heritage Numbers shall be reserved from reassignment except as permitted by other rules within Policy 16.6.10, Item E. Current members assigned an Airstream Number that is later designated as a Heritage Number may continue to use that number as long as they remain members in good standing.
      i. Heritage Numbers in the Sub 100 Series (1-100) are only restricted from reassignment at the sole discretion of Airstream, Inc.
      ii. Heritage Numbers in the 100 Series (101-199) are not restricted and can be assigned to International Presidents in accordance with Policy 16.6.10, Item D, Subitem 2.
      iii. Heritage Numbers in the 200 Series and above (200-32000+) shall be restricted from reissue as normally allowed by Policy 16.6.10, Item D, Subitem 2 through Policy 16.6.10, Item D, Subitem 8.

   b. Airstream Numbers can be designated as Heritage Numbers as follows:
      i. Airstream Numbers that were in use on Airstreams while participating in historically significant caravans, as determined by the Historical Standing Committee and approved by the IBT, may be designated as Heritage Numbers.
      ii. Airstream Numbers that were assigned to club members while they made historically significant personal contributions to the club, as determined by the Historical Standing Committee and approved by the IBT, may be designated as Heritage Numbers.
      iii Nominations for Heritage Numbers with rationale will be submitted by the WBCCI Historical Standing Committee to the IBT for their approval.

Motion:

- **Reviewed by (Constitution and Bylaws Committee):** BFB
- **Reviewed by (Parliamentarian):** LLG

Motion Resolution (Office Use Only – check one):

- Adopted
- Defeated
- Amended
- Referred
- Postponed
- Tabled (cannot be postponed beyond session)
- Withdrawn (will lie on table only until end of present session

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

IBT MOTION

(Submit All Proposed Motions to **motions@airstreamclub.org**)

Motion / Item Number: 2024-03

Meeting Location and Date: Virtual, November 30, 2023

Motion Maker: Brad Briggs

Title: Housekeeping motion to remove reference to Delegates Meeting and ensure member participation.

Summary: The motion removes a reference to Delegates from Policy 18.11 as there is no longer a need for Delegates. It also provides all members are advised of any proposed amendments.

Motion: I move that WBCCI Policy 18.11, Timeline, and Method for Handling Proposed Amendments to the International Constitution, be amended to reflect the change from delegate voting to member voting on constitutional changes be approved as stated in Exhibit 1.

REQUIRED Attachments (for Policy, Bylaws and/or Constitutional Amendments):

- **Exhibit 1: Redlined Current Blue Book text**
- **Exhibit 2: Proposed (new) Blue Book text**

SECONDED BY: ____

Purpose / Impact(s): The purpose of this motion is to remove unnecessary language from t Amendments Policy 18.1.1 and ensure all members are involved in the amendment process. The impact is cleaning up the Policy file's language and clarifying member participation.

Background: In the past, when there was a constitutional amendment to the WBCCI Constitution, the actual vote on the amendment was done at the annual Delegates Meeting, and the Local Club Delegate carried the Club vote to the meeting. The new amendment Policy provides for an electronic vote by the membership on any amendment, and no Delegate involvement exists.

Financial Impact: There is no financial impact to WBCCI.

ATTACHMENTS
Exhibit 1:

Policy, 18.1.1 Timeline, and Method for Handling Proposed Amendments to the International Constitution ~~(7/30/22)~~
~~from Article XIII, Constitution~~

Any amendment to the International Constitution, proposed in accordance ~~to~~ with Constitution, Article XII~~I~~, Amendments, must adhere to the following procedures and timeline:

A. Amendments to the WBCCI Constitution may be submitted to Headquarters anytime~~,~~. Still, they will only be considered for approval ~~only once a year~~ during the biennial election for Executive Council members, using the following timeline. ~~Proposed amendment(s) will be sent to the Constitution and Bylaws (CBL) Chair for review.~~ The only exception would be by a special resolution of the IBT.

B. Proposed amendment(s) will be sent to the Constitution and Bylaws Committee (CBL) for review within ten (10) days of receipt. The Committee will have twenty (20) days to review and comment on the proposal.

C. The proposed amendment(s) and Report of the Constitution and Bylaws Committee will be sent to the International Board of Trustees (IBT). ~~Local Clubs will review any proposed amendment(s) and their membership will vote on and instruct their Delegates how to vote at the Constitutional Delegates Meeting.~~

D. At the next International Board of Trustees Meeting, the proposed amendment(s) will be considered and, if approved by a 2/3 vote of the Board of Trustees, will be submitted with a copy of the Constitution and Bylaws Committee report to~~the~~ all WBCCI members for their consideration at the next Executive Council election.

E. If the Board of Trustees modifies the proposed amendment(s), it will be resubmitted to the Constitution and Bylaws Committee for review and report. The Constitution and Bylaws Committee will prepare a revised report within ten (10) days and submit the report to Headquarters.

F. Headquarters shall forward copies of the Constitution and Bylaws Committee final report to ~~the Region and Local Club Presidents~~ all members with copies of the proposed amendment(s) no later than ninety (90) days prior to the Executive Council election. Local Club leadership will provide an opportunity for their members to discuss all amendments at the local level.

G. Local Clubs, as well as Members at Large, ~~as well as the member in general,~~ will have sixty (60) days to review the amendment(s) and submit questions or proposed changes directly to the author(s) of the amendment(s). Consideration and discussion of these questions and any proposed changes will take place on a Members Only Forum on the WBCCI website.

H. If the authors have made any changes to the original motion(s), based on member input, the revised motion(s) needs to be sent to the Constitution and Bylaws Committee and the Parliamentarian for review. The revised motion(s) will be sent to the International Board of Trustees for approval before distribution.

I. Fifteen (15) days before the Executive Council election, the final approved amendment(s) will be sent to all WBCCI members for their vote. A Constitutional Amendment requires a quorum of 20% of the members to be required for a valid vote.

J. The results of the members' vote on any Constitutional Amendment(s) will be reported by the International President to the Board of Trustees at its next meeting for inclusion in the WBCCI Minutes of said meeting. If approved, amendment(s) become effective on that meeting date.

Exhibit 2:

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

IBT MOTION

(Submit All Proposed Motions to **motions@airstreamclub.org**)

Policy, 18.1.1 Timeline, and Method for Handling Proposed Amendments to the International Constitution

Any amendment to the International Constitution, proposed in accordance with Constitution, Article XII, Amendments, must adhere to the following procedures and timeline:

A. Amendments to the WBCCI Constitution may be submitted to Headquarters anytime~~,~~. Still, they will only be considered for approval during the biennial election for Executive Council members, using the following timeline. The only exception would be by a special resolution of the IBT.

B. Proposed amendment(s) will be sent to the Constitution and Bylaws Committee (CBL) for review within ten (10) days of receipt. The Committee will have twenty (20) days to review and comment on the proposal.

C. The proposed amendment(s) and Report of the Constitution and Bylaws Committee will be sent to the International Board of Trustees (IBT).

D. At the next International Board of Trustees Meeting, the proposed amendment(s) will be considered and, if approved by a 2/3 vote of the Board of Trustees, will be submitted with a copy of the Constitution and Bylaws Committee report to all WBCCI members for their consideration at the next Executive Council election.

E. If the Board of Trustees modifies the proposed amendment(s), it will be resubmitted to the Constitution and Bylaws Committee for review and report. The Constitution and Bylaws Committee will prepare a revised report within ten (10) days and submit the report to Headquarters.

F. Headquarters shall forward copies of the Constitution and Bylaws Committee final report to all members with copies of the proposed amendment(s) no later than ninety (90) days prior to the Executive Council election. Local Club leadership will provide an opportunity for their members to discuss all amendments at the local level.

G. Local Clubs, as well as Members at Large, will have sixty (60) days to review the amendment(s) and submit questions or proposed changes directly to the author(s) of the amendment(s). Consideration and discussion of these questions and any proposed changes will take place on a Members Only Forum on the WBCCI website.

H. If the authors have made any changes to the original motion(s), based on member input, the revised motion(s) needs to be sent to the Constitution and Bylaws Committee and the Parliamentarian for review. The revised motion(s) will be sent to the International Board of Trustees for approval before distribution.

I. Fifteen (15) days before the Executive Council election, the final approved amendment(s) will be sent to all WBCCI members for their vote. A Constitutional Amendment requires a quorum of 20% of the members for a valid vote by electronic and/or paper ballot. A 2/3 vote in the affirmative is required for the passage of the Constitutional Amendment(s).

J. The results of the members' vote on any Constitutional Amendment(s) will be reported by the International President to the Board of Trustees at its next meeting for inclusion in the WBCCI Minutes of said meeting. If approved, amendment(s) become effective on that meeting date.

Motion:

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

IBT MOTION

(Submit All Proposed Motions to **motions@airstreamclub.org**)

- **Reviewed by (Constitution and Bylaws Committee):** BFB
- **Reviewed by (Parliamentarian):** LLG

Motion Resolution (Office Use Only – check one):

- Adopted
- Defeated
- Amended
- Referred
- Postponed
- Tabled (cannot be postponed beyond session)
- Withdrawn **(**will lie on table only until end of present session

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

IBT MOTION

(Submit All Proposed Motions to **motions@airstreamclub.org**)

Motion / Item Number: 2024-04

Meeting Location and Date: Virtual, January 3, 2024

Motion Maker: Brad Briggs

Title: Revision of Region Board Structure and identifying the succession of Region Officers

Summary: This motion revises and clarifies the structure and appointment responsibilities of Region Boards in WBCCI, defines the responsibilities of the appointed Executive Council members, and clarifies the succession of Region Officers.

Motion: I move that WBCCI Bylaws, Article IX, Region, Sec. 2 be amended with a new Part D be inserted and the re-lettering of the remaining Parts of Sec.2, clarifying the structure and appointment responsibilities of Region Boards, defining the responsibilities of the appointed Executive Council members, and clarifying the succession of Region Officers be approved as stated in Exhibit 1.

REQUIRED Attachments (for Policy, Bylaws and/or Constitutional Amendments):

- **Exhibit 1: Redlined Current Blue Book text**
- **Exhibit 2: Proposed (new) Blue Book text**

SECONDED BY: ____

Purpose / Impact(s): The purpose of the motion is to clarify the structure of a Region Board and establish the defined responsibilities of the Region President regarding Executive Council appointees. The motion eliminates the ambiguity about the responsibilities of the Region President. It also defines the responsibilities of the Region Treasurer and Secretary.

It also provides a mechanism for the succession or removal of an elected Region Officer. The impact of this is to address a recommendation of Roberts Rules that any organization operating under a Constitution and Bylaws with elected officers provide a method for the removal of officers.

Background: The current wording of the WBCCI Bylaws, Article IX, regarding the structure of the Region Board and Region Executive Council, is ambiguous in relationship to the appointees to the Region Board as well as the involvement of all the Region Elected Officers in the selection of the appointees. There is also no clear statement of the responsibilities of the Region appointees to the Region Board—this motion addresses both issues.

Furthermore, in the recent revision of the WBCCI Bylaws, Article VIII, a provision was inserted to allow for the removal of any elected officer at the International level, but no similar provision was provided for the removal of Region Officers. This motion addresses that omission.

Financial Impact: There is no financial impact to WBCCI.

ATTACHMENTS
Exhibit 1:

Bylaws, Article IX, Region

Sec. 2 The administrative body of each region shall be a region board, which shall be composed of its President, 1st Vice President, and 2nd Vice President (if elected) as Region Officers and the Presidents of all Local Clubs within such region. The President will ~~may~~ also appoint the Region's Immediate Past President, providing he/she is not serving in another elected WBCCI office. ~~(1/28/11)~~

A. Each region shall elect as its officers a President, a 1st Vice President, and a 2nd Vice President (optional)~~, and such~~. These elected officers shall constitute ~~and be~~ the Executive Council of the Region board and are responsible for the administration of the Region. The President, with the consensus of the other elected Officer(s) of the Executive Council, shall appoint two additional, non-voting Region members to the Region Board One person from the region as the Rregion Secretary and ~~may appoint~~ one person ~~from the region~~ as the Region Treasurer to administer ~~any~~ Region funds. The President may also appoint the Region's Immediate Past President~~,~~ as a non-voting member of the Region Executive Council, providing he/she is not serving in another elected International WBCCI office~~, as a member of the Region's Executive Council~~.

B. The term of office shall be two years, or until his/her successor is installed, or until he/she resigns or is removed from office. ~~and s~~Service of a partial term greater than one-half of such term shall be deemed as service of a full term in that office by the retiring officer.

1. An officer may not serve consecutive terms, except when any elected officer cannot or does not choose to continue in office, the advancing officer shall complete the predecessor's term of term office and have the option to run for one additional term in that office.
2. Even-numbered regions shall elect their officers in odd-numbered years, and odd-numbered regions shall elect their officers in even-numbered years. (6/22/18)

C. The treasurer shall maintain the financial records of the region, shall receive all monies and promptly deposit them in the bank previously approved by the Executive Board; shall submit a full written report of finances to the Executive Board at each meeting and before retirement from office, shall have the books and accounts audited by an individual or committee selected by the incoming ~~President~~ Executive Council. The treasurer shall deliver all books, monies and property of the region promptly to the incoming treasurer. ~~(1/20/95)~~

D. The Region Secretary shall attend and record the minutes of all meetings of the Region Executive Council, and Region Board; advise the President as to whether or not a quorum is present; and shall deliver the minutes to within fifteen days after each meeting for publication on the Region website.

Parts D through F will be re-lettered as E through G, and G becomes H.

~~G~~H In the event of the death or resignation of the President or the death, advancement, or resignation of a Vice President or an officer's inability to fulfill the duties of office, the next ranking Vice President shall advance ~~thereto~~.

1. When such a vacancy occurs, the Region ~~President~~ Secretary shall notify each Local Club President of the vacancy and request each one's assistance in identifying interested and qualified candidates for the open Region Officer position. Potential candidates' names should be sent to the Region Nominations Committee.
2. The open elected office or offices of Vice President(s) shall be filled by a majority vote of the region board from nominees submitted by the Region ~~Executive Council~~ Nominations Committee.
3. To allow sufficient time for Local Club Presidents to contact their members, such office or offices of Vice President(s) will not be filled in less than sixty (60) days from notification to Local Club Presidents of such vacancy. ~~(1/10/14)~~
4. Elected Officers serve for two (2) years or until their successors are elected, the Officers can be removed from office by Region Board adoption of a motion to do so. The vote required for the adoption of this motion is (a) a two-thirds vote, or (b) a majority vote when previous notice of such a motion has been given.

Exhibit 2:

Bylaws, Article IX, Region

Sec. 2 The administrative body of each region shall be a region board, which shall be composed of its President, 1st Vice President, and 2nd Vice President (if elected) as Region Officers and the Presidents of all Local Clubs within such region. The President will also appoint the Region's Immediate Past President, providing he/she is not serving in another elected WBCCI office.

D. Each region shall elect as its officers a President, a 1st Vice President, and a 2nd Vice President (optional). These elected officers shall constitute the Executive Council of the Region board and are responsible for the administration of the Region. The President, with the consensus of the other elected Officer(s) of the Executive Council, shall appoint two additional, non-voting Region members to the Region Board One person from the region as the Rregion Secretary and one person as the Region Treasurer to administer Region funds. The President may also appoint the Region's Immediate Past President as a non-voting member of the Region Executive Council, providing he/she is not serving in another elected International WBCCI office.

B. The term of office shall be two years, or until his/her successor is installed, or until he/she resigns or is removed from office. Service of a partial term greater than one-half of such term shall be deemed as service of a full term in that office by the retiring officer.
   1. An officer may not serve consecutive terms, except when any elected officer cannot or does not choose to continue in office, the advancing officer shall complete the predecessor's term of term office and have the option to run for one additional term in that office.
   2. Even-numbered regions shall elect their officers in odd-numbered years, and odd-numbered regions shall elect their officers in even-numbered years. (6/22/18)

E. The treasurer shall maintain the financial records of the region, shall receive all monies and promptly deposit them in the bank previously approved by the Executive Board; shall submit a full written report of finances to the Executive Board at each meeting and before retirement from office, shall have the books and accounts audited by an individual or committee selected by the incoming Executive Council. The treasurer shall deliver all books, monies and property of the region promptly to the incoming treasurer.

D. The Region Secretary shall attend and record the minutes of all meetings of the Region Executive Council, and Region Board; advise the President as to whether or not a quorum is present; and shall deliver the minutes to within fifteen days after each meeting for publication on the Region website.

Parts D through F will be re-lettered as E through G, and G becomes H.

~~G~~H In the event of the death or resignation of the President or the death, advancement, or resignation of a Vice President or an officer's inability to fulfill the duties of office, the next ranking Vice President shall advance.
   1. When such a vacancy occurs, the Region Secretary shall notify each Local Club President of the vacancy and request each one's assistance in identifying interested and qualified candidates for the open Region Officer position. Potential candidates' names should be sent to the Region Nominations Committee.
   2. The open elected office or offices of Vice President(s) shall be filled by a majority vote of the region board from nominees submitted by the Region Nominations Committee.

3. To allow sufficient time for Local Club Presidents to contact their members, such office or offices of Vice President(s) will not be filled in less than sixty (60) days from notification to Local Club Presidents of such vacancy.
4. Elected Officers serve for two (2) years or until their successors are elected, the Officers can be removed from office by Region Board adoption of a motion to do so. The vote required for the adoption of this motion is (a) a two-thirds vote, or (b) a majority vote when previous notice of such a motion has been given

Motion:

- **Reviewed by (Constitution and Bylaws Committee):** BFB
- **Reviewed by (Parliamentarian):** LLG

Motion Resolution (Office Use Only – check one):

- Adopted
- Defeated
- Amended
- Referred
- Postponed
- Tabled (cannot be postponed beyond session)
- Withdrawn (will lie on table only until end of present session

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

IBT MOTION

(Submit All Proposed Motions to **motions@airstreamclub.org**)

Motion / Item Number: 2024-05

Meeting Location and Date: Virtual – February 22, 2024

Motion Maker: Terri Warren

Title: Confidentiality and Non-Disclosure and Conflict-of-Interest Agreements and Policies for Leaders and Other Volunteers at the International level.

Summary: These agreements and the corresponding Bylaws amendment and added policy will serve as the officially recognized guidance for club volunteers at the international level on how to handle confidential information about club business and conflict of interest circumstances.

Motion: I move that the proposed Bylaw amendment to Article VIII Board Of Trustees And Executive Council, Section 1, Part 6, and new Policy 20.1 Conduct Policies be adopted as stated in Exhibit 1. Furthermore, the attached agreements for Confidentiality and Non-Disclosure and Conflict-of-Interest Agreements be adopted.

REQUIRED Attachments (for Policy, Bylaws and/or Constitutional Amendments):

- **Exhibit 1: Redlined Current Blue Book text**
- **Exhibit 2: Proposed (new) Blue Book text**

SECONDED BY: ____

Purpose / Impact(s):

The Wally Byam Caravan Club International, Inc. (WBCCI) is a non-profit camping club incorporated in Ohio. Our primary goal is to provide our members with the best opportunities and benefits possible. To achieve this, we follow industry best practices, including agreements that keep sensitive information private until it's ready for public sharing. While we strive to be transparent, these Bylaws amendments, new Policies, and agreements are designed to protect sensitive data that is not yet ready for release, such as personnel issues or confidential financial information that is still under review. We may also need to sign confidentiality agreements with third-party contractors to protect their work. This policy provides clear guidelines for handling sensitive and privileged information that are easy to understand and follow.

In addition, the WBCCI must be mindful of and effectively handle any conflicts of interest or any appearance of a conflict of interest. To achieve this goal, the conflict-of-interest policy and agreement have been created to assist the directors, officers, and volunteers of the WBCCI in identifying situations that may result in potential conflicts of interest. This policy also provides a procedure that can be followed to manage conflicts appropriately in accordance with legal requirements and promote accountability and transparency in the operations of the WBCCI.

The impact of the motion requires the Standing Committee Chairs or corresponding EC Liaisons to ensure that current committee rosters are provided to the International Secretary if directed by the Executive Council to do so. The International Secretary is responsible for distributing the agreements and tracking compliance.

Background: Currently, the WBCCI has no confidentiality and non-disclosure agreement within the club's policies. The Confidentiality and Non-Disclosure agreement ensures the Club is using best practices and specific steps to protect the Club's information and integrity.

This Conflict-of-Interest Agreement will replace the agreement currently in place. The current Conflict of Interest agreement was updated on January 23, 2020, and is located in the Assorted Guides and Manuals of airstreamclub.org. The Conflict-of-Interest Agreement helps to protect the Club when directors, officers, or volunteers have dual interests that may harm it.

Financial Impact: There is no financial impact to WBCCI.

ATTACHMENTS
Exhibit 1:

Bylaws, Article VIII Board Of Trustees And Executive Council ~~(7/30/22)\~~

Sec. 1 General Powers

6. Each Board Member, including Ex Officio Members, will annually complete a Confidentiality and Non-Disclosure Form and a Conflict-of-Interest Agreement. ~~sign the Board Member Commitment Contract, which outlines expectations for Trustees and sets forth a Code of Conduct for behavior.~~

Policies, 20.1 Conduct Policies

A. The conduct policies and the associated agreements shall be reviewed annually by each member of the Board of Directors. Any changes to the policy or the agreements shall be communicated to all directors, officers, and volunteers.

B. Conflict of Interest and Confidentiality,
All club members are responsible for avoiding conflicts of interest while participating in club activities at all levels. Moreover, members who hold office positions or serve on committees may have access to confidential information. It is essential to protect this information to ensure we do not violate privacy laws or inadvertently disclose personal information about fellow members.

C. Confidentiality and Non-Disclosure (International Level)

1. This policy for Confidentiality and Non-Disclosure applies to all International Board of Trustees (IBT) members, Region Vice Presidents, and any non-voting members/regular advisors of the Executive Council (EC). The policy may also be extended temporarily or permanently by a simple majority of the Executive Council (EC) to special and standing committees or individuals when a specified need has been identified (for matters involving financial data, contracts with third parties, grievances, personnel issues, external partnerships, ongoing external negotiations, etc.).
2. All individuals identified above must sign a Confidentiality and Non-Disclosure Agreement. This policy is designed to protect the confidentiality of sensitive and proprietary information associated with the WBCCI. Although transparency is an essential value of the WBCCI, volunteers with access to confidential information must handle it responsibly. The Club is responsible for ensuring that volunteer leaders handle such confidential information responsibly and do not disclose it to unauthorized individuals or entities.
3. If the EC directs a committee to sign the Confidentiality and Non-Disclosure Agreement for the above reasons, the Committee Chair or the EC Liaison to the Committee must help the International Secretary by providing an updated list of committee members. The International Secretary will send each committee member the agreement and track compliance.
4. The Confidentiality and Non-Disclosure Agreement can be found at [insert location as a live link].

D. Conflict of Interest (International Level)

1. The Conflict-of-Interest policy applies to all International Board of Trustees (IBT) members, Region Vice Presidents, and any non-voting members/regular advisors of the Executive Council (EC). The policy may also be extended temporarily or permanently by a simple majority of the Executive Council (EC) to special and standing committees or individuals when a specified need has been identified. This applies to committees or individuals who deal with financial data, contracts with third parties, grievances, personnel issues, external partnerships, ongoing external negotiations, and other relevant areas.
2. All individuals mentioned above must sign a Conflict-of-Interest Agreement. This policy aims to protect the Club when a volunteer leader may find themselves in a position where they have a relationship with a vendor, partner, Club member, or other entity that holds a separate relationship with WBCCI while also representing the Club in a leadership role. In such cases, these relationships that could be, or appear to be, creating a dual relationship must be disclosed. Conflicts of Interest arise when a person in the abovementioned positions, representing the Club, also has a role with an entity with a separate relationship with WBCCI. This may include relationships that offer this person money, status, knowledge, relationships, or reputation, which could call into question whether their actions, judgment, or decision-making are unbiased. In

such cases, they must report the potential conflict and recuse themselves from any decision-making processes specific to the dual relationship.

3. If the EC directs a committee to sign the Conflict-of-Interest Agreement for the above reasons, the Committee Chair or the EC Liaison to the Committee must help the International Secretary by providing an updated list of committee members. The International Secretary will send each committee member the agreement and track compliance.
4. Procedures for handling conflicts of interest. Before IBT action on a Contract or Transaction, a director or officer has a Conflict of Interest related to the specific Contract or Transaction, and whoever attends the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the meeting minutes if board members are aware that staff or other volunteers have a conflict of interest. In that case, relevant facts should be disclosed by the board member or by the interested person if invited to the board meeting as a guest for purposes of disclosure.
   a. A person with a Conflict of Interest concerning a Contract or Transaction shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and respond to questions. Such a person shall not attempt to exert their influence concerning the matter, either at or outside the meeting.
   b. A person who has a Conflict of Interest concerning a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
   c. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken unless the vote is by secret ballot. Such a person's ineligibility to vote shall be reflected in the meeting minutes.
   d. Interested Persons who are not members of the Board of Directors of the WBCCI but who have a Conflict of Interest concerning a Contract or Transaction that is the subject of Board or committee action shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Interested Person has concerning a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect the WBCCI's participation in such Contract or Transaction. (Example: An employee learns that WBCCI is considering a professional or contractual relationship with a company where the employee has a spouse or family member who serves as an executive to that company. The employee has an obligation to disclose that relationship to WBCCI via a disclosure form.)
   e. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

5. The Conflict-of-Interest Agreement can be found at [insert location as a live link].

The Confidentiality and Non-Disclosure and the Conflict-of-Interest agreements are attached.

Exhibit 2:

Bylaws, Article VIII Board Of Trustees And Executive Council ~~(7/30/22)\~~

Sec. 1 General Powers

6. Each Board Member, including Ex Officio Members, will annually complete a Confidentiality and Non-Disclosure Form and a Conflict-of-Interest Agreement.

Policies, 20.1 Conduct Policies

A. The conduct policies and the associated agreements shall be reviewed annually by each member of the Board of Directors. Any changes to the policy or the agreements shall be communicated to all directors, officers, and volunteers.

B. Conflict of Interest and Confidentiality,
All club members are responsible for avoiding conflicts of interest while participating in club activities at all levels. Moreover, members who hold office positions or serve on committees may have access to confidential information. It is essential to protect this information to ensure we do not violate privacy laws or inadvertently disclose personal information about fellow members.

C. Confidentiality and Non-Disclosure (International Level)
1. This policy for Confidentiality and Non-Disclosure applies to all International Board of Trustees (IBT) members, Region Vice Presidents, and any non-voting members/regular advisors of the Executive Council (EC). The policy may also be extended temporarily or permanently by a simple majority of the Executive Council (EC) to special and standing committees or individuals when a specified need has been identified (for matters involving financial data, contracts with third parties, grievances, personnel issues, external partnerships, ongoing external negotiations, etc.).
2. All individuals identified above must sign a Confidentiality and Non-Disclosure Agreement. This policy is designed to protect the confidentiality of sensitive and proprietary information associated with the WBCCI. Although transparency is an essential value of the WBCCI, volunteers with access to confidential information must handle it responsibly. The Club is responsible for ensuring that volunteer leaders handle such confidential information responsibly and do not disclose it to unauthorized individuals or entities.
3. If the EC directs a committee to sign the Confidentiality and Non-Disclosure Agreement for the above reasons, the Committee Chair or the EC Liaison to the

Committee must help the International Secretary by providing an updated list of committee members. The International Secretary will send each committee member the agreement and track compliance.

4. The Confidentiality and Non-Disclosure Agreement can be found at [insert location as a live link].

D. Conflict of Interest (International Level)

1. The Conflict-of-Interest policy applies to all International Board of Trustees (IBT) members, Region Vice Presidents, and any non-voting members/regular advisors of the Executive Council (EC). The policy may also be extended temporarily or permanently by a simple majority of the Executive Council (EC) to special and standing committees or individuals when a specified need has been identified. This applies to committees or individuals who deal with financial data, contracts with third parties, grievances, personnel issues, external partnerships, ongoing external negotiations, and other relevant areas.
2. All individuals mentioned above must sign a Conflict-of-Interest Agreement. This policy aims to protect the Club when a volunteer leader may find themselves in a position where they have a relationship with a vendor, partner, Club member, or other entity that holds a separate relationship with WBCCI while also representing the Club in a leadership role. In such cases, these relationships that could be, or appear to be, creating a dual relationship must be disclosed. Conflicts of Interest arise when a person in the abovementioned positions, representing the Club, also has a role with an entity with a separate relationship with WBCCI. This may include relationships that offer this person money, status, knowledge, relationships, or reputation, which could call into question whether their actions, judgment, or decision-making are unbiased. In such cases, they must report the potential conflict and recuse themselves from any decision-making processes specific to the dual relationship.
3. If the EC directs a committee to sign the Conflict-of-Interest Agreement for the above reasons, the Committee Chair or the EC Liaison to the Committee must help the International Secretary by providing an updated list of committee members. The International Secretary will send each committee member the agreement and track compliance.
4. Procedures for handling conflicts of interest. Before IBT action on a Contract or Transaction, a director or officer has a Conflict of Interest related to the specific Contract or Transaction, and whoever attends the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the meeting minutes if board members are aware that staff or other volunteers have a conflict of interest. In that case, relevant facts should be disclosed by the board member or by the interested person if invited to the board meeting as a guest for purposes of disclosure.
   a. A person with a Conflict of Interest concerning a Contract or Transaction shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and respond to

questions. Such a person shall not attempt to exert their influence concerning the matter, either at or outside the meeting.

b. A person who has a Conflict of Interest concerning a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

c. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken unless the vote is by secret ballot. Such a person's ineligibility to vote shall be reflected in the meeting minutes.

d. Interested Persons who are not members of the Board of Directors of the WBCCI but who have a Conflict of Interest concerning a Contract or Transaction that is the subject of Board or committee action shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Interested Person has concerning a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect the WBCCI's participation in such Contract or Transaction. (Example: An employee learns that WBCCI is considering a professional or contractual relationship with a company where the employee has a spouse or family member who serves as an executive to that company. The employee has an obligation to disclose that relationship to WBCCI via a disclosure form.)

e. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

5. The Conflict-of-Interest Agreement can be found at [insert location as a live link].

The Confidentiality and Non-Disclosure and the Conflict-of-Interest agreements are attached.

Motion:

- **Reviewed by (Constitution and Bylaws Committee):** BFB
- **Reviewed by (Parliamentarian):** LLG

Motion Resolution (Office Use Only – check one):

- Adopted
- Defeated
- Amended
- Referred
- Postponed
- Tabled (cannot be postponed beyond session)
- Withdrawn **(**will lie on table only until end of present session

WBCCI Confidential and Non-Disclosure Agreement

PURPOSE
This confidentiality/Non-disclosure Policy for the Wally Byam Caravan Club International (WBCCI, hereafter referred to as "the Organization") is established to protect the confidentiality of sensitive and proprietary information about the Organization. The purpose is to ensure that volunteer leaders handle confidential information responsibly and refrain from disclosing confidential information to unauthorized individuals and entities.

DUTY OF LOYALTY
Organization elected officers appointed volunteers and leaders, and staff must avoid leaking confidentiality of sensitive and proprietary information associated with the WBCCI. Although transparency is an essential value of the WBCCI, volunteers with access to confidential information must handle it responsibly. The Club is responsible for ensuring that volunteer leaders handle such confidential information responsibly and do not disclose it to unauthorized individuals or entities.

SCOPE
This policy applies to voting and non-voting members of the International Board of Trustees (IBT) and the Executive Council. See Bylaws, Article VIII   Board Of Trustees And Executive Council, Section 1, Part 6 and Policies, 20.1 Conduct Policies for additional implementations.

DEFINITION OF CONFIDENTIAL
For purposes of this agreement, "Confidential Information" includes any information that is not generally known to the public and that, if disclosed, either in writing or verbally, appears to a reasonable person to be proprietary or confidential. For example, confidential information includes strategic plans, financial data, legal matters, personnel information, contracts, agreements with third parties, and other information not publicly disclosed by the Executive Council or IBT. This agreement is not intended to ask any volunteer or staff to violate any state or federal laws, Organization ethics policies, or anything that would put the Organization in jeopardy or a vulnerable position.

The term "disclosing entity" includes a person or group sharing confidential information with others.

The term "receiving entity" includes a person or group receiving confidential information.

If confidential information is in written form, the disclosing entity will label the materials with the word "Confidential." If confidential information is transmitted verbally to the receiving entity, the disclosing entity will promptly provide written or verbal notice that the oral communication contains confidential information.

For purposes of the WBCCI, information may come to the Executive Council (EC) that is confidential only to the EC and may later move on to other standing or special committees as sanctioned by the International Board of Trustees (IBT) or other subordinate groups. Examples of confidential information that come to the EC include personnel issues, some financial data, contracts with third parties, grievances, and legal matters. Some examples of receiving entities include IBT, a standing committee or committee chair, a small group formed to discuss a specific issue, a local club or region, or their officers. There may be times when a special meeting of the IBT will be called that is not public, and confidential information may be discussed if confidential information is discussed at a regularly scheduled IBT meeting unless the IBT enters an executive session. In that case, the confidential information will no longer be considered confidential due to the public access to this meeting.

WBCCI Confidential and Non-Disclosure Agreement

A watermark with the term "Confidential" will be applied when issues are deemed confidential. When issues marked as confidential move to another receiving entity within the club, they may continue to be marked confidential, or that indication may be explicitly removed (declassification). The declassification can be done in writing or verbally. It must be clear to all participating parties when the information is still confidential or has been declassified as confidential.

Striking a balance between transparency and the need to protect sensitive information is essential for maintaining trust with members and partners and ensuring alignment with the Organization's mission of serving the needs of our members. If you are still uncertain whether certain information is considered confidential, consult with either the President or the Executive Director.

EXCLUSIONS FROM CONFIDENTIAL INFORMATION
The receiving entity's obligations under this agreement do not extend to information that is:

1. publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the receiving entity,

2. discovered or created by the receiving entity before disclosure by the disclosing entity,

3. learned by the receiving entity through legitimate means other than from the disclosing entity or the disclosing entity's representatives,

4. disclosed by the receiving entity with the disclosing entity's prior written approval.

TERM
The nondisclosure provisions of this agreement will survive beyond the termination of this agreement. The receiving entity's duty to hold confidential information in confidence will remain in effect until the confidential information no longer qualifies as confidential. The confidentiality of the agreement will no longer be in effect if the disclosing entity sends the receiving entity a written notice or verbal statement releasing the receiving entity from this agreement.

VIOLATION OF THIS AGREEMENT
IBT members must promptly report any suspected or actual breaches of this policy to the International President or Executive Director. Violations of this Non-Disclosure Policy must result in disciplinary action, including potential removal from the volunteer position.
I
ENTIRE AGREEMENT
This agreement expresses the complete understanding of the parties concerning the subject matter. This agreement may not be amended except in a written agreement signed by both parties. This policy will be reviewed periodically to ensure its effectiveness and relevance. Updates may be made as necessary to address changes in business practices, technology, or applicable laws and regulations.

(2/2024)

WBCCI Confidential and Non-Disclosure Agreement

WBCCI REPRESENTATIVE

Printed name ____

Signature ____

Title of WBCCI Representative ______________________________________

Date _________________

VOLUNTEER

Printed name ____

Signature ____

Title of Volunteer ____

Date _________________

(2/2024)

WBCCI Conflict-of-Interest Agreement

It is in the best interest of Wally Byam Caravan Club International, Inc. (WBCCI) to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict-of-interest policy is designed to help directors and officers of the WBCCI identify situations that present potential conflicts of interest and to provide WBCCI with a procedure to appropriately manage conflicts by legal requirements and the goals of accountability and transparency in the operations of the WBCCI.

1. **Potential Sources of a Conflict of Interest**. For purposes of this policy, the following circumstances shall be deemed to create a potential for a conflict of interest:

    a. A director or officer is a party to a contract or involved in a transaction with the WBCCI for goods or services.

    b. A director or officer has a material financial interest in a transaction between the WBCCI and an entity in which the director or officer is a director, material investor, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.

    c. A director or officer is engaged in some capacity or has a material financial interest in a business or enterprise that directly competes with the WBCCI.

    Gifts, Gratuities and Entertainment. Accepting gifts, entertainment, or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of their duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value unrelated to any particular transaction or activity of the WBCCI.

2. **Definitions.**

a. An "Interested Person" is any person serving as a director or officer within WBCCI who has a personal interest in potential conflict with the interests of the WBCCI.

b. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's judgment concerning transactions to which the entity is a party.

c. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, providing or receipt of a loan or grant, establishing any other type of financial relationship, or exercising control over another organization. Making a gift to the WBCCI is not a Contract or Transaction.

3. **Procedures.** Bylaws, Article VIII Board Of Trustees And Executive Council, Section 1, Part 6 and Policies, 20.1 Conduct Policies outline the policies and procedures for conflict of interests.

(2/2024)

WBCCI Conflict-of-Interest Agreement

Name: ____

Circle Position: IBT member   Volunteer   Committee Chair

______ (initial) I agree to abide by the procedures and policies outlined in Bylaws, Article VIII Board of Trustees and Executive Council, Section 1, Part 6, and Policies 20.1, Conduct Policies.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between WBCCI and your personal interests, financial or otherwise:

_____ (initial) I have no conflict of interest to report

_____ (initial) I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1.____

2.____

3.____

I certify that the information above is accurate and complete to the best of my knowledge. I have reviewed and agree to abide by the Policy of Conflict of Interest of WBCCI as stated in this agreement and the WBCCI Policies.

Signature: ____

Date: ______________

(2/2024)

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
IBT MOTION
(Submit All Proposed Motions to **motions@airstreamclub.org**)

Motion / Item Number: 2024-07

Meeting Location and Date: Virtual – February 22, 2024

Motion Maker: Florence Tramoni and Christine Baum

Title: Constitutional Change of the makeup of the WBCCI International Treasurer Position

Summary: This Constitutional change replaces the position of Treasurer with Finance Director and establishes the position as a non-voting officer elected by the IBT from the general membership. Additionally, it standardizes IBT in place of the different names for the International Board of Trustees in these two Articles.

Motion: I move that WBCCI Constitution Article VII, Board of Trustees, and Article VIII, Executive Council, be amended to replace the position of Treasurer with Finance Director as a non-voting officer, name how this position is seated, and housekeeping use of IBT as stated in Exhibit 1.

REQUIRED Attachments (for Policy, Bylaws and/or Constitutional Amendments):

- **Exhibit 1: Redlined Current Blue Book text**
- **Exhibit 2: Proposed (new) Blue Book text**

SECONDED BY: ____

Purpose / Impact(s): The purpose of this motion is to establish a new office, called the Finance Director, to replace the existing Treasurer position. The IBT shall elect a qualified candidate from the general membership for this position after the existing Recruitment Oversight Committee invites applications and a Governance Committee vets the applicants for a slate of no more than three.

The impact of this motion will not change the number of votes on the IBT. All voting members of the IBT, and therefore all representation, are elected by the membership. The IBT will elect the non-voting Finance Director from an all-call to the general Club membership.

Background: In the past, the WBCCI International Treasurer was chosen by the 3rd Vice President upon taking office and ultimately approved by the membership with only a single name on the ballot. Then, in 2021, the members approved a change in the election process, and now the position is filled by the IBT from members elected to the Executive Council who have had at least one term (two (2) years) of experience on the IBT. With the recent growth and complexity of WBCCI's financial state and the importance of ensuring long-term financial stability, transparent reporting, regulatory compliance, risk management, budgetary control, operational efficiency, and strategic decision-making, having someone with an extensive financial background for this position is crucial. The current election process for Executive Officers may not always result in the most capable person being elected. By making the Finance Director (formerly the International Treasurer) elected by the IBT, we can ensure that the most qualified person fills the role. Additionally, removing the term restrictions currently imposed will allow the Finance Director to maintain longevity in the position for consistency and benefit the Club with institutional memory. Every two years, near the midterm of the EC, the IBT shall reaffirm the tenure of the Finance Director with a simple majority vote of confidence.

Financial Impact: There is no direct financial impact on WBCCI

ATTACHMENTS
Exhibit 1:

CONSTITUTION, ARTICLE VII BOARD OF TRUSTEES

Sec. 1 The governing body of the Wally Byam Caravan Club International (WBCCI) shall be the Board of Trustees, sometimes hereafter referred to as the International Board of Trustees, or the Board or ~~as~~ the IBT.

A. The ~~International Board of Trustees~~ IBT is composed of twenty- five (25) members, consisting of twenty-two (22) voting trustees and three (3) non-voting trustees. ~~of two membership components. First, is the Executive Council: ten (10) members elected at large by the membership. Second, the twelve (12) Region Presidents of WBCCI.~~

1. The twenty-two (22) voting trustees are twelve (12) Region Presidents of WBCCI, one (1) Immediate Past IBT President of WBCCI, and nine (9) Executive Council members.

2. The three (3) non-voting trustees are the Finance Director (a member of WBCCI), the Chief Executive Officer of Airstream, Inc., or an Executive Officer of Airstream, Inc. designated by said Chief Executive Officer, and the Corporate Manager of WBCCI.

B. The IBT shall have four (4) International Officers who are the executive officers of the Club: a President, a Vice President, a Recording Secretary, and a Finance Director. The President, Vice President, and Recording Secretary shall be elected by the voting members of the IBT from the eligible nine (9) Executive Council members at large that were elected to the IBT by the Club membership. The non-voting Finance Director shall be elected by the voting members of the IBT from candidates solicited from the general Club membership. ~~a President, Vice President, Recording Secretary, and Treasurer, the Executive Officers of WBCCI,~~

~~elected by the IBT from the Executive Council members; and the Immediate Past Board President. In addition, there will be two non-voting Trustees: the Chief Executive Officer of Airstream, Inc. or an Executive Officer of Airstream, Inc. designated by said Chief Executive Officer; and the Corporate Manager of WBCCI.~~

C. In the event a Region President is unable to be present at a meeting of the IBT, the next ranking Region Vice President, in the order 1st and 2nd, shall sit with the ~~Board~~IBT at that meeting as a voting member representing that Region in all matters coming before the ~~Board~~IBT.

D. Each member of the ~~Board~~IBT shall serve until a successor is appointed or elected or the member's resignation is accepted by the ~~Board~~IBT.

Sec. 2 The ~~Board~~ IBT shall hold periodic meetings, based on the WBCCI fiscal year, at a time and place designated by the President. Special meetings may be called by the President, Vice President, or by ten (10) voting members of the IBT ~~Board of Trustees~~.

Sec. 3 The ~~Board of Trustees~~ IBT shall have full authority to construe and interpret the WBCCI Constitution, Bylaws, and Policies and may delegate this authority to its Constitution and Bylaws Committee.

Sec. 4 A quorum of the ~~Board of Trustees~~ IBT shall consist of twelve (12) voting members.

Sec. 5 The IBT voting members must only hold the one office that makes them eligible for the IBT. Notwithstanding, they can serve on Standing and Special Committees and in Intra-Club Offices.~~A member of the Board of Trustees shall hold no International, Region, or Local Club office or position other than that office or position which places him/her on said Board. Nothing herein contained shall disqualify an International Officer or Region Officer from service upon Standing or Special Committees or an office, other than President, of a WBCCI Intra-Club.~~

CONSTITUTION, ARTICLE VIII EXECUTIVE COUNCIL ~~(7/27/22)~~

Sec. 1 The Executive Council is the administrative body of the Wally Byam Caravan Club International and shall oversee the daily operations of the Club between meetings of the IBT. The Executive Council comprises the President, Vice President, Recording Secretary, non-voting Finance Director, Immediate Past IBT President, and six (6) Executive Council Members.

~~Sec. 2 The Executive Officers of WBCCI shall be a President, a Vice President, a Recording Secretary, and a Treasurer.~~

Sec. ~~3~~2 All Executive Officers, except the Finance Director, shall be elected from the eligible Executive Council members by the ~~International Board of Trustees~~ IBT for a term of two (2) years. These officers so elected shall take office at the start of the WBCCI fiscal year. No such officer shall serve more than two consecutive terms. The Finance Director shall be elected by the members of the IBT from qualified candidates from the general membership and will retain the position by a confidence vote of the voting members of the IBT every two years near the midterm of the EC.

Sec. ~~4~~3 Upon nomination by the Executive Council and with the approval of the ~~Board of Trustees~~ IBT, a Corporate Manager will be hired, who shall be responsible for the administration and general management of WBCCI. The Corporate Manager shall operate under the authority of the President and the ~~Board of Trustees~~ IBT in accordance with the job descriptions, conditions of employment, and Club operating procedures as established by the ~~Board of Trustees~~ IBT and prescribed in the Bylaws and Policies of WBCCI.

Exhibit 2:

CONSTITUTION, ARTICLE VII BOARD OF TRUSTEES

Sec. 1 The governing body of the Wally Byam Caravan Club International (WBCCI) shall be the Board of Trustees, sometimes hereafter referred to as the International Board of Trustees, or the Board or the IBT.

E. The IBT is composed of twenty- five (25) members, consisting of twenty-two (22) voting trustees and three (3) non-voting trustees.

3. The twenty-two (22) voting trustees are twelve (12) Region Presidents of WBCCI, one (1) Immediate Past IBT President of WBCCI, and nine (9) Executive Council members.

4. The three (3) non-voting trustees are the Finance Director (a member of WBCCI), the Chief Executive Officer of Airstream, Inc., or an Executive Officer of Airstream, Inc. designated by said Chief Executive Officer, and the Corporate Manager of WBCCI.

F. The IBT shall have four (4) International Officers who are the executive officers of the Club: a President, a Vice President, a Recording Secretary, and a Finance Director. The President, Vice President, and Recording Secretary shall be elected by the voting members of the IBT from the eligible nine (9) Executive Council members at large that were elected to the IBT by the Club membership. The non-voting Finance Director shall be elected by the voting members of the IBT from candidates solicited from the general Club membership

G. In the event a Region President is unable to be present at a meeting of the IBT, the next ranking Region Vice President, in the order 1st and 2nd, shall sit with the IBT at that meeting as a voting member representing that Region in all matters coming before the IBT.

H. Each member of the IBT shall serve until a successor is appointed or elected or the member's resignation is accepted by the IBT.

Sec. 2 The IBT shall hold periodic meetings, based on the WBCCI fiscal year, at a time and place designated by the President. Special meetings may be called by the President, Vice President, or by ten (10) voting members of the IBT.

Sec. 3 The IBT shall have full authority to construe and interpret the WBCCI Constitution, Bylaws, and Policies and may delegate this authority to its Constitution and Bylaws Committee.

Sec. 4 A quorum of the IBT shall consist of twelve (12) voting members.

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CONSTITUTION, ARTICLE VIII EXECUTIVE COUNCIL

Sec. 1 The Executive Council is the administrative body of the Wally Byam Caravan Club International and shall oversee the daily operations of the Club between meetings of the IBT. The Executive Council comprises the President, Vice President, Recording Secretary, non-voting Finance Director, Immediate Past IBT President, and six (6) Executive Council Members.

Sec. 2 All Executive Officers, except the Finance Director, shall be elected from the eligible Executive Council members by the IBT for a term of two (2) years. These officers so elected shall take office at the start of the WBCCI fiscal year. No such officer shall serve more than two consecutive terms. The Finance Director shall be elected by the members of the IBT from qualified candidates from the general membership and will retain the position by a confidence vote of the voting members of the IBT every two years near the midterm of the EC.

Sec. 3 Upon nomination by the Executive Council and with the approval of the IBT, a Corporate Manager will be hired, who shall be responsible for the administration and general management of WBCCI. The Corporate Manager shall operate under the authority of the President and the IBT in accordance with the job descriptions, conditions of employment, and Club operating procedures as established by the IBT and prescribed in the Bylaws and Policies of WBCCI.

Motion:

- **Reviewed by (Constitution and Bylaws Committee):** BFB

- **Reviewed by (Parliamentarian):** LLG

Motion Resolution (Office Use Only – check one):

- Adopted
- Defeated
- Amended
- Referred
- Postponed
- Tabled (cannot be postponed beyond session)
- Withdrawn **(**will lie on the table only until the end of the present session

Options for Filling Vacant Treasurer Position

Eric McHenry – International President
February 2024

Background:

- July 13, 2023: Per Hamnqvist elected International Treasurer by the IBT.
- January 14, 2024: Per Hamnqvist resigned from the IBT, with no notice, effective immediately. Resignation was from the Treasurer position and Executive Council.
- January 14th, 2024: President McHenry notified IBT:
  - Vacant EC position would be filled immediately, per bylaws, by the next highest vote tally from the June 2023 election. Position offered and accepted, by Kendall Felder.
  - Millie O'Donnell, International VP and senior-ranking on the Finance Committee appointed to fill in as "interim Treasurer" for up to a month or until a long term resolution taken by the IBT.
- Current Constitution and Bylaws governing Treasurer vacancy *(See References below)*
  - No defined process (or timing) for filling a vacant Treasurer is stated in either Constitution, Bylaws or Policy.
  - The Constitution states the Treasurer shall be elected by the IBT from the Executive Council.
- Local Club Policy *(see reference below)* states that no member elected as an Officer in any WBCCI entity shall serve in more than one Officer position at a time. ***Note**: While only mentioned in the section on Local Clubs, an interpretation may be that this is extensible to International Level also. However in past practice this sometimes has been ignored in an effort to assist during a leadership vacancy.*

Options for Filling Vacant Treasurer Position

Option #1: IBT elects from the EC individuals meeting current CBL Criteria

- Completion of one Term of IBT service, no dual-officer roles
- Eligible Executive Council members: Cocke, Geese

Option #2: Bylaws Emergency Resolution by IBT to waive Bylaws Eligibility Criteria

- Temporary (valid through August 2025)
- Remains consistent with Constitution
- Can be passed by the IBT (2/3 vote)
- Would be followed by a Treasurer Election by the IBT
- Retains provision of no dual-officer roles
- Eligible Executive Council members Cocke, Geese, Becker, Felder, Howes, Schnettler

- ***Note**: View Reference #4 (below) for example emergency resolution*

Option #3: Constitution and Bylaws Emergency Resolution by IBT to waive CBL Criteria

- Temporary (valid through August 2025)
- Due to emergency, overrides Constitution criteria requiring Treasurer to be selected from the Executive Council. Would recommend being passed by the IBT (2/3 vote)
- Allows the IBT to elect a non-officer individual from the current Finance Committee, etc
- ***NOTE**: View Reference #5 (below) for example emergency resolution*

References:

Reference 1: Election and Term of Office of Executive Officers (Bylaws)

(Bylaws Article VIII, Section 5 – Election and term of Office of Executive Officers)

1. The Executive Officers of the Club shall be elected by majority vote of the Board of Trustees from the Executive Council members at a Reorganization Meeting of the IBT following the election of Executive Council Members by the WBCCI membership. The officers will be elected from a list of candidates provided by the Nominations Standing Committee. This election shall be thirty (30) days prior to the first quarterly meeting of the fiscal year of the IBT.
2. A candidate for an Executive Officer position must serve a minimum of one term (2 years) on the IBT (either on the Executive Council or as a Region President) before being considered for an officer position.

Reference 2: Board of Trustees (Constitution)

(Constitution Article VII, Section 1.B - Board of Trustees)

The IBT shall have a President, Vice President, Recording Secretary, and Treasurer, the Executive Officers of WBCCI, elected by the IBT from the Executive Council members; and the Immediate Past Board President.

Reference 3: Local Clubs (Policy)

(Policy Article VI, Section 6.1.B -Local Club Officers)

No member shall be elected or appointed as an officer of a Local Club unless they are a Regular Member or Provisional Member of the Local Club. In addition, no member elected as an Officer in any WBCCI entity shall serve in more than one Officer position at a time.

Reference 4: IBT Emergency Resolution Example

Emergency Resolution - Temporary Modification of Treasurer Eligibility Criteria

WHEREAS, the current bylaws stipulate that only Executive Council members with two years of experience are eligible to be voted as Treasurer;

WHEREAS, the organization is currently facing a situation where there are no willing members who meet the specified criteria;

WHEREAS, this resolution requires the approval of the International Board of Trustees by a 2/3 vote;

THEREFORE, BE IT RESOLVED that, in light of the current circumstances, the Executive Council hereby approves a temporary modification to the eligibility criteria for the Treasurer position.

EFFECTIVE DATE: This modification is valid through August 1st, 2025.

MODIFICATION DETAILS:

1. During the specified period, any Executive Council member, regardless of their years of experience, is eligible to be nominated and voted for the position of Treasurer.

2. This modification is a temporary measure and is only applicable until August 1st, 2025.

3. All other requirements and procedures for the election process, as outlined in the existing bylaws, shall remain unchanged.

4. Approval of this resolution requires a 2/3 vote of the International Board of Trustees.

This emergency resolution is enacted to ensure the continued smooth operation of the organization's financial responsibilities in the absence of qualified candidates meeting the existing eligibility criteria.

Passed on [Date] by the International Board of Trustees:

Reference 5: Emergency Resolution- Temporary Modification of Treasurer Election Process

WHEREAS, the constitution of the organization currently mandates the Treasurer to be elected by the members to the Executive Council of WBCCI;

WHEREAS, the duly elected Treasurer position remains vacant, due to an unexpected resignation;

WHEREAS, the organization is currently experiencing exceptional circumstances hindering the election process for the vacant Treasurer position;

WHEREAS, this request for a waiver requires the approval of the International Board of Trustees;

THEREFORE, BE IT REQUESTED that, due to the current challenges faced by the organization, the IBT seeks a temporary waiver of the constitution requirement that the Treasurer be previously elected by the members as an Executive Council member.

EFFECTIVE DATE: This waiver is proposed to be valid through August 1st, 2025.

WAIVER DETAILS:

1. During the specified period, the Treasurer may be elected by the IBT from the WBCCI membership, bypassing the usual election process mandated by the constitution.

2. This waiver is a temporary measure and is only applicable until August 1st, 2025.

3. All other constitutional requirements and procedures for the Treasurer position shall be reinstated after the expiration of this waiver.

4. Approval of this waiver request requires a 2/3 vote of the International Board of Trustees.

This emergency waiver request is submitted to ensure the continued stability and financial responsibility of the organization during a time when adherence to the usual election process may be impractical.

Proposed on [Date] by the International Board of Trustees: