



# Minutes NSR Council Meeting 2015

## Kgs. Lyngby Copenhagen

### 1. Opening of the meeting

CC Board Chairperson Benny Nissen Raun MD 106 welcomed the participants and opened the Council meeting.

### 2. Election of chairperson and secretary

Proposal for Council Meeting Chairperson

NSR OC Chairperson PID Jørn Andersen MD 106. Accepted

Proposal for Secretary

NSR OC Secretary PCC Markus Flaaming MD 107. Accepted

### 3. Election of persons to verify the minutes

Proposal: CC Benny Nissen Raun MD 106 and VCC Jari Rytkönen MD 107.

Accepted

### 4. Determining the list of voters

– MD 101 Sweden	10 district	12 votes
– MD 104 Norway	10 district	12 votes
– MD 106 Denmark	4 district	6 votes
– MD 107 Finland	14 district	16 votes
– MD 109 Iceland	2 district	4 votes

Every MD received red, green and yellow cards to deal them to the voters of every MD.

### 5. Notification other matters

There were no suggestions to other matters

### 6. Approval of the agenda

Points 11.1 and 11.2 were added and the old points 11.1 and 11.2 moved to points 11.3 and 11.4. This was accepted.

### 7. Follow up matters from previous NSR meetings

NSR-OC has worked the matters from Hønefoss meeting and suggested them to CC Board meeting.

### 8. Financial statements and audit report



- 8.1 Approval of the NSR accounts 2013-2014 Attachment 8.1  
PCC Egil Moe-Helgesen presented this point.  
Voting resulted 5-0. This was unanimously accepted.
- 8.2 Audit report Attachment 8.2  
Egil Moe-Helgesen presented this point.
- 8.3 Report from Convention 2014 Toronto Canada Attachment 8.3  
PCC Finn Bangsgaard presented this point. There were no questions.
- 8.4 Current financial status 2014-2015 Attachment 8.4  
Egil Moe-Helgesen presented this point as information.

## **9. Granting of discharge to 2013-2014 NSR Executive Officers**

This point was voted 5-0. Accepted.

## **10. Approval of 2015-2016 NSR budget**

- 10.1 Coordinator budget Convention Honolulu, USA, 2015 Attachment 10.1  
This point was presented by Finn Bangsgaard.
- 10.2 Total NSR Budget 2015-2016 Attachment 10.2  
This point was presented by PCC Egil Moe-Helgesen. He mentioned that costs and therefore the income from MDs were added with 1040 €. See the attachment  
PCC Tore Hovde mentioned that it was a deviation between the new budget and the convention budget. It was answered that the convention budget was not corrected for the increase in NSR cost for the Coordinator.  
This point was voted 5-0. Accepted.

## **11. NSR-cooperation projects**

- 11.1 Report NSR project 2011 – 2013 Lions Quest Georgia  
PCC Hilde Straumsheim presented this point. She mentioned that there is still money to spread Lions Quest into a new district in Georgia. She mentioned also that in Georgia 820 teachers are waiting for Lions Quest training. Also is one lions club establish with Lions Quest teachers.  
This was for information.
- 11.2 Report NSR project 2013 – 2015 Eye Clinique Tbilisi  
PCC Bent Jespersen presented this point. He will later send the report to every MD.
- 11.3 New NSR project 2015-2017 Solar Cooking System Kenya  
PCC Bent Jespersen told that there were 3 proposals, one from Sweden, one from Norway and one from Finland. CC Board meeting had already accepted the Finnish proposal the solar cooking system to Kenya.  
ID Jouko Ruissalo presented the cooking solar system.  
The representatives from Sweden asked why it was only one proposal to be voted. Chairperson Jørn Andersen explained that first IR group made its decision and this was presented to CC Board meeting that accepted the Finnish proposal.  
Then it was voted 5-0. Accepted.
- 11.4 Orkester Norden



PID Per Christensen presented this point. He mentioned that there are about 80 young musicians in the orchestra. CC Board had received the proposal to send the orchestra, about 100 persons totally, to Chicago to the 100<sup>th</sup> convention but CC Board did not accept this. Instead year 2019 when convention is in Milan could it be possible to send the orchestra to Milan. This will be discussed later. During the year 2019 the responsibility of Orkester Norden will move to Finland.

## 12. Recommendations from the seminars/workshops

PCC Hilde Straumsheim presented Common Leadership Curriculum to take into use in NSR countries. The idea is to have common leadership training starting from club president and continuing to 1. VDG training.

This was voted by 50-0. So it was unanimously accepted.

Attachment 12.1

PCC Hilde Straumsheim presented Blueprint for a stronger club. The idea is to focus on four core issues, club operations, leadership development, service and membership. This is a guide for club leaders and members to a three step process to assess the club, establish goals and develop a blueprint for a stronger club. This will start as club president training.

This was for information only.

Attachment 12.2

PCC Hilde Straumsheim presented also a webinar. GLT seminar recommends that each NSR MD will purchase a software program which is able to handle a webinar.

This was for information

Attachment 12.3

PID Kenneth Persson presented the Women in Lions seminar that recommended that every MD is positive in budget for Women in Lions.

This was for information.

## 13. Proposals from the seminars/workshops (to be voted on next year)

There were none.

## 14. Other proposals

### 14.1 New official NSR logo

The new NSR logo was already accepted at CC Board Meeting in Copenhagen in December.

### 14.2 Approval NSR documents – By Laws App. 1 and 2

All the NSR documents were accepted in Hønefoss 2014. There has been minor corrections but in By-Laws Appendix 1 point 8.1 has been discussed at CC Board meeting. CC Board suggest that 8.1 will be



*In case of LCI is not covering travel cost (after application from district or MD), travel cost is covered by NSR administration budget.*

This correction was voted by 5-0.

Points 9 and 10 are already accepted.

Appendix 2 was accepted in Hønefoss.

**15. Presentation of NSR 2016 MD 107 Rovaniemi, Finland**

Lions Erkki Kämäräinen and his wife Leila and PDG Jarmo Rastas and his wife Pirjo and PDG Matti Mälkiä presented NSR in Rovaniemi 2016 and invited everyone to come to Rovaniemi.

**16. Miscellaneous**

PID Gudrun Yngvadottir presented a new decision from the board to have a new goal for LCIF by the year 2018 higher the target to 100 milj. USD per year. She mentioned also that 101 Sweden is number 4 in the world in payment per member.

**17. Closing of the meeting**

Chairperson PID Jørn Andersen thanked the audience to take part of the meeting and ended the meeting at 16.50.

In fidem

Accepted by e-mail 16.2.2015

Jørn Andersen

Chairperson

*Markus Flaaming*

Markus Flaaming

Secretary

Verified by

Accepted by e-mail 16.2.2015

Benny Nissen Raun

CC MD 106

Accepted by e-mail 16.2.2015

Jari Rytönen

VCC MD 107



# NSR By-Laws

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1. Role of the IRD committee
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3. Work plan for the IRD committee
4. Workshops
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## **The definition of terms**

The definitions of the terms used in these By-Laws are as follows:

- NSR – Nordiska samarbetsrådet – The meetings of five Nordic countries, Sweden, Norway, Denmark, Finland and Iceland to co-operate for strengthening Lions matters in these countries
- NSR Meeting – The weekend in January, preferably the 3<sup>rd</sup> weekend
- NSR Council Meeting – Rådsmöte – The decisive meeting during NSR Meeting
- CC Board – The group of CCs from Nordic countries
- CC Board Meeting – The meeting of CCs. Nordic IP, ID, ID Candidates, PIP, PID, GS, VCC and NSR-OC can also take part of this meeting
- NSR-OC – NSR Operating Committee, helping organ of NSR and CCs

- NSR Coordinator - The person who takes care of the matters at the International Convention
- ID – International Director from Nordic countries according to the table 3 in Appendix 1
- IRD – International Relations Directors, the committee of one member from every Nordic country according to table 2 in Appendix 1

## 1 The tasks to be fulfilled by MD

The MD secretary should send to the members of NSR-OC the following documents

- The LION Magazine
- Decisions by MD meetings concerning Nordic cooperation

Every MD should have a complete NSR material including

- The NSR Constitution and By-Laws
- The minutes of NSR Council Meetings and CC Board Meetings

District Governor elects should receive the following documents from his/her MD secretary:

- The NSR Constitution and By-Laws
- A short presentation of NSR
- The decisions taken by the previous NSR Council Meeting that should be implemented during their year as a District Governor.

MD offices shall give information to the participants in accordance to tasks shown in the NSR calendar. See table 1 in Appendix 1.

## 2 Responsibilities

### 2.1 The NSR Meeting

The timetable of NSR matters is on the table 1 in Appendix 1.

When organizing a NSR meeting, the following guidelines should be respected/taken into account:

- The circulation between countries, see table 3 in Appendix 1
- NSR Meeting shall be organized in January, preferably the 3rd weekend
- Model of the program, see table 5 in Appendix 1
- The price level should remain moderate following previous years' examples. Prices shall include hotel, meals (no alcohol) and registration fee. All fees shall be approved by the CC Board.



- The registration fee should include the cost of conference rooms, welcome program, printed matters and coffee breaks.
- Sponsors may be used to reduce the price level
- Spouse program can be arranged if needed
- All practical issues when preparing the NSR Meeting shall be confirmed by the NSR-OC representative
- All NSR meetings are open for all Lions members

## **2.2 Responsibility in practical matters**

The Lions clubs/MD which have been given the right to arrange the NSR weekend carry the responsibility for all practical matters during the event.

## **2.3 Economical responsibility**

The Council of Governors of the host country has the economic responsibility for the NSR meeting and its arrangements. A preliminary plan should be presented to CC Board meeting in January one year before the NSR meeting. The final plan must be accepted in the CC Board meeting in November.

## **2.4 The responsibility of the matters**

The CC Board has the responsibility of the matters during NSR Meeting. Main responsibility has the CC from the host country. The chairperson of the organizing committee should send a tentative program to the NSR-OC before the Board meeting during the Europa Forum. NSR-OC should send the proposed program to the CC Board Meeting before Europa Forum after having discussed and developed the contents.

## **3 The theme of the year**

Host country should decide the theme of the year. The theme should be presented to the NSR-OC at the beginning of November before the NSR meeting. The NSR-OC prepares its comments to the CC Board.

The theme should be presented by a Lions or non-Lions speaker.

Possible expenses of speakers can be paid from the NSR's budget if approved by the CC Board.

The theme of the year should relate to something that Lions do or has an affect to the Lions in the future.

The group discussions should lead to a joint statement or recommendation to MDs or clubs by the NSR Council Meeting.

## **4 Workshops**

See Appendix 2, chapter 4.

## **5 The NSR Council meeting program**

The model agenda of a NSR Council meeting is presented in the Appendix 1 table 7

The language in a NSR Council meeting is English. The language in all other NSR meetings, seminars and workshops shall be decided by the chairpersons and the participants.

Guidelines for the opening and closing ceremonies are presented in Appendix 1, table 6.

## **6 Guidelines for NSR-OC**

### **6.1 The composition of and the length of membership in NSR-OC**

The NSR-OC consists of 5 Lions, one from each Nordic country. The representative shall be appointed or elected in each member MD and should be a Lions leader with strong NSR experience.

The representative shall be appointed or elected for a period of 5 years. Appointment/election follows a principle of rotation where one member of the NSR-OC must be replaced or reappointed/re-elected every year.

The representative from the host country of the annual NSR meeting is always the chairperson of the NSR-OC. The representative from the country hosting next year NSR meeting is always the secretary of the NSR-OC.

### **6.2 NSR-OC meetings**

The NSR-OC has every year one ordinary meeting in connection with the annual NSR Meeting. Other meetings should be held as teleconferences or by e-post.

The members of the NSR-OC are encouraged to participate in the Council of Governors meetings in their MD, especially in the first half of the fiscal year.

The chairperson of the NSR-OC participates as the secretary in the annual NSR CC Board meeting in November/December in order to prepare the coming NSR Meeting.

### **6.3 The tasks of NSR-OC**

The NSR-OC is a service and advisory committee for the NSR CC Board in order to secure the continuity in the NSR cooperation. NSR-OC shall be used as a focal point/resource centre in NSR matters.

Together with the host committee, the NSR-OC shall prepare the program for the annual NSR meeting and the agenda of the NSR Council meeting. The final proposals must be approved by the NSR CC Board.

The agenda of the NSR Council meeting must reflect the NSR Constitution and By-Laws and other NSR rules.

Together with the NSR CC Board, the NSR-OC shall prepare all accounts and budgets for NSR and NSR activities at International Conventions. NSR-OC shall present accounts and budgets in the NSR Council meeting for approval.

The NSR-OC shall see to the future development of NSR in order to make the annual NSR Meetings active, interesting and relevant for Lion leaders and members. All proposals shall be presented to the NSR CC Board for final acceptance. Approval must be taken on a NSR Council Meeting.

## **6.4 NSR-OC budget**

NSR-OC budget is a part of the total NSR budget.

The budget covers NSR-OC member participation in the annual NSR meeting. The budget also covers the NSR-OC Chairperson's participation in the NSR CC Board meeting in November/December.

## **7 CC Board**

### **7.1 Cost compensation for the CC Board**

Each MD covers the expenses to the CC Board Meetings for their own CC. However, travel expenses to the CC Board Meeting in November are covered by NSR. Other expenses in this meeting are covered by each MD.

### **7.2 Responsibilities of the chairperson of CC Board**

- a. The chairperson is responsible for preparing the minutes of the CC Board meetings, and the distribution of the minutes to all participants, Nordic ID's and Nordic MD offices.
- b. In the CC Board meeting at the Convention, the agenda should include a presentation of motions coming up at Convention and Europa Forum (EF).
- c. During the CC Board meeting at the Europa Forum, the agenda should include the program of the next NSR meeting and if possible a guideline of how to act during EF.
- d. The chairperson is also responsible for contacting and negotiating with the next EF organizer with respect to translation in the Nordic languages or compensation to NSR if there is no translation in the Nordic languages. The decision how to act should be taken into discussion by the CC Board at the CC Board meeting at the Convention.
- e. The chairperson makes arrangements for the CC Board meeting to be held between EF and NSR. Main topics of this meeting are:
  - Agenda for the next NSR meeting and the NSR Council Meeting according to a proposal by the NSR-OC
  - Theme for the main speaker in the next NSR meeting.
  - Administrative budget for the next Lions year.
  - Next IR project proposed by the IR committee.
- f. During the NSR Meeting the chairperson is responsible for the agenda to the CC Board Meeting. Main topics at this meeting are:
  - Questions to the agenda at the NSR Council Meeting
  - Participation at the national Convention
  - Common Nordic acting at the next Convention
  - Approval of the budget for the next NSR
- g. The chairperson is responsible for informing the next chairperson about any

matters that have to be implemented during the next Lions-year.

Throughout the year, the NSR-OC shall serve as an advisory and working committee for the chairperson and the CC Board.

## **8 Guidelines for Coordinator**

### **8.1 Expenses for Coordinator**

Expenses for coordinator and his/her maintenance during the International Convention shall be covered by the NSR budget. The expenses are for two persons in each Convention. See table 4 in Appendix 1.

### **8.2 NSR Coordinator's assignments**

Coordinator's main assignment is to organize and lead all common activities of the Nordic countries during the Lions Clubs International Convention.

In addition he/she

1. Makes and sends out the common Nordic program for the convention.
2. Arranges a meeting room for the CC Board Meeting
3. Arranges a room and other services for the Scandinavian Get-together. Coordinator also prepares the program and is the toast-master.
4. Arranges a room and other services for the Scandinavian Hospitality room. Coordinator is also the leader of this event.
5. Makes one common registration for the International parade for all Scandinavian participants.
6. Draws up a budget that covers all possible cost of his/hers assignment and work.
7. Gives a report from last convention and introduce a plan for next convention in the NSR meeting
8. Briefs and coaches the incoming coordinator

Coordinator is liable to the CC Board on his/her actions.

## **9 Ad-hoc committees**

Expenses from an ad-hoc committee appointed by the CC Board or NSR Council should be covered by the NSR administrative budget and be specified separately in the budget and/or final accounts.

## 10 The administrative budget

From this budget, the following expenses are covered:

1. NSR-OC expenses according to the by-laws
2. NSR coordinators expenses according to the by-laws
3. Travel cost of the CC's to the CC meeting in November
4. All expenses of the NSR-OC chairperson and other specially invited persons to the CC meeting in November.
5. Other administrative expenses decided in the NSR Council meeting.
6. If NSR is covering travel cost, the following will be covered:
  - Travel expenses from home to the meeting place by using the cheapest communication
  - Lodging (single room price)
  - Meals according to receipts or meals included in the official program
  - Invited ID
  - Taxi if absolutely necessary
  - Expenses for alcohol will not be covered
  - Expenses for spouses will not be covered except if the spouse is a responsible coordinator (see 8.1)

The NSR administrative expenses are covered by the five Nordic countries according to the number of members (LCI figures) on June 30 each year.

## 11 Composition of the IRD committee and the project management

The IRD committee consists of the International Relations Directors (IRD) of the Multiple Districts (MD) of the NSR countries.

The planning period for the NSR project should normally be 2 years.

The project should be finished within 2 years. If the project runs for more than 2 years the responsibility remains with the country running the project with no responsibility for the other NSR countries.

The NSR part of the expenses for the NSR IR project is covered by the five countries as follows:

MD 101 Sweden 24 %, MD 104 Norway 23 %, MD 106 Denmark 17 %, MD 107 Finland 32 % and MD 109 Iceland 4 %. The NSR part of the expenses per year is calculated as follows: Total number of members as per June 30 multiplied by an amount per member decided by the NSR Council Meeting (see Appendix 2).

### **11.1 Role of the IRD committee**

The role of IRD committee and IRD Chairperson is presented in paragraph 1 and 2 in Appendix 2.

### **11.2 Work plan for the IRD committee**

Work plan is presented in paragraph 3 in Appendix 2.



# **NSR By-Laws**

## **Appendix 1**

# 1 NSR Calendar of one Lions year

<b>Time (latest to fulfil)</b>	<b>Activity</b>	<b>Responsibility of the activity</b>	<b>To whom is it sent</b>
August 2 years before NSR Council Meeting	Election of arranging clubs	MD in turn	CC Board
June-July	CC Board Meeting (Convention)	CC Board Chairperson	CC, IP, PIP, ID, PID, GS, ID Candidate
June-July at CC Board Meeting	Nomination of the member of the EF Advisory Committee	CC Board Chairperson	CC, IP, PIP, ID, PID, GS, ID Candidate
10 August	Minutes from Board Meeting (Convention)	Secretary appointed by the CC Board	CC Board, NSR-OC, MD offices
August-September	Meeting with the arranging clubs	Representative of arranging clubs, NSR-OC Chairperson	CC Board Chairperson, NSR-OC Chairperson
September-October	Agenda of CC Board meeting at Europa Forum	CC Board Chairperson	CC Board, PIP, PID, GS, ID, IP, ID Candidates
September-October	Approval of Lions theme of the year	NSR-OC	CC Board
September-October	CC Board Meeting (EF) (To approve the theme of the year)	CC Board Chairperson	CC Board
1 October	Invitation to NSR Council Meeting/workshops	Host country's MD Office	CC Board, DG, PIP, PID, GS, IP, ID, ID Candidates
1 October	Application to Oak Brook for ID's participation at NSR Council meeting	CC Board Chairperson	Oak Brook Copy to NSR_OC Chairperson
October-15 November	Minutes from CC Board Meeting (EF)	CC Board Chairperson	CC Board, NSR-OC, MD offices
1 November	Agenda to CC Board Meeting in November	CC Board Chairperson	CC Board, NSR-OC Chairperson
20 November	Last date for motions to NSR Council Meeting	From Council of Governors to NSR-OC	CC Board and MD
November	CC Board Meeting	CC Chairperson	CC Board, NSR-OC Chairperson
5 December	Agenda for NSR Council Meeting	NSR-OC Secretary	CC Board, NSR-OC, MD offices



10 December	Minutes from CC Board Meeting in November	NSR-OC Chairperson	CC Board, NSR-OC, MD offices
15 December	Information, Agenda etc.	MD offices	Participants of NSR
5 January	Agenda to NSR-OC Meeting (NSR)	NSR-OC Chairperson	NSR-OC
5 January	Agenda to CC Board Meeting (NSR)	CC Board Chairperson	CC Board, NSR-OC, PIP, PID, IP, ID, ID Candidates
January one year before NSR Meeting	Preliminary Plan, Program and Budget	MD/arranging clubs	CC Board
January	NSR-OC Meeting		
January	CC Board Meeting		
January	NSR Council Meeting		
February	Invitation to the National Conventions	CC's	CC's MD offices
10 February	Minutes from NSR-OC Meeting	NSR-OC Secretary	NSR-OC
10 February	Minutes from CC Board Meeting	CC Board Chairperson	CC Board, NSR-OC, MD offices
20 February	Minutes from NSR Council Meeting	NSR-OC Secretary	CC Board, NSR-OC, MD offices
15 March	Minutes from NSR Council Meeting	MD offices	Own choice
15 June	Agenda of CC Board Meeting (Convention)	CC Board Chairperson	CC Board, PIP, PID, IP, ID, ID Candidates, GS

## 2 A NSR calendar for new IR projects

Time (latest to fulfil)	Activity	Responsibility of the activity	To whom is it sent
Two years before start	Start planning in MD's	MD IRC	MD CC
15 October	Motion new projects	MD IRC	IR Committee
20 November	Motion IR projects recommended by IR Committee	Chairperson IR Committee	CC Board, NSR OC

November-December	Proposal for next IR project	CC Board	IR Committee, NSR OC
January	Voting for next IR project	NSR Council Meeting	

## 2 B NSR calendar for on-going IR projects

July/August	Invoicing	Chairperson IR project	CC group, MD offices
Aug/Oct/Feb/May	Reporting	Chairperson IR project	CC group, IR group, MD offices
20 November	Report to CC meeting	Chairperson IR project	CC group, Chairperson NSR OC
December	Agenda to IR meeting at NSR	Chairperson IR Committee	IR group
January	IR meeting at NSR		
10 February	Minutes from NSR IR meeting	Chairperson IR Committee	CC group, NSR OC, IR group

## 3. Rotation for NSR in the years 2010-2022

Year	ID	Coordinator	NSR Secr.	NSR Host	CC Board Chairpers.	NSR-OC Chairpers.	NSR-OC Secretary	IR Proj.
2010/2011	D/I	F		F	F	F	I	D
2011/2012	D/I	I		I	I	I	S	N
2012/2013	S	I		S	S	S	N	N
2013/2014	S	S		N	N	N	D	D
2014/2015	F/N	S		D	D	D	F	D
2015/2016	F/N	D		F	F	F	I	F
2016/2017	F	D		I	I	I	S	F
2017/2018	F	N		S	S	S	N	
2018/2019	F	N		N	N	N	D	
2019/2020	F	F		D	D	D	F	

2020/2021	S	F		F	F	F	I	
2021/2022	S	I		I	I	I	S	

#### 4. The Rotation for Coordinator

Year	Responsibility	Training	Assistance
2011	MD 107	MD 109	
2012	MD 109		MD 109 Assistant
2013	MD 109	MD 101	
2014	MD 101		MD 101 Assistant
2015	MD 101	MD 106	
2016	MD 106		MD 106 Assistant
2017	MD 106	MD 104	
2018	MD 104		MD 104 Assistant
2019	MD 104	MD 107	
2020	MD 107		MD 107 Assistant

And then it goes on as this plan

#### 5. The model of the program

Time	Friday	Saturday	Sunday
08.00		MD Meetings	
09.00		ID's report & questions and answers	Ad-hoc committee meetings, Council of governors meetings
10.00		The theme of the year	
11.00		Coffee break	
11.30		Group discussions	
12.30	Arrivals	Lunch	Lunch
13.30		Reports, resolutions	
14.00	Opening of NSR Council Meeting		
14.30	Coffee break	Coffee break	
15.00	Workshops NSR-OC Meeting CC Board meeting	NSR Council Meeting	
16.30		Closing	
18.00	Informal meal		
19.00	Conclusion and preparation of next day's presentation	Nordic party	

## 6. Guidelines for opening and closing ceremonies of NSR meeting

### Opening ceremony:

- Welcome by Chairperson of the CC Board (incl. recognition of special guests)
- Welcome by Chairperson of the host committee
- Entertainment
- Short speech by one representative of the Nordic countries
- Flag ceremony (the 5 Nordic countries – autonomous areas in the host country – the Lions flag – the flag of the International President's home country (if present))
- National anthem of the host country
- Welcome and presentation of host city by the City Mayor or another authority
- Entertainment
- Practical information by Chairperson of the host committee

### Closing ceremony:

- Summarizing and conclusion of the NSR meeting by Chairperson of the CC Board
- Presentation of next year NSR meeting
- Handover of the Nordic Viking and the NSR banner – Chairpersons of the CC Board
- Closing remarks by Chairperson of the CC Board

The above programs are guidelines that should be understood as minimum requirements.

Additions can be made under time considerations.

A mix of a formal and relaxed format is preferable.

## 7. Agenda of NSR Council Meeting

1. Opening of the meeting  
CC Board Chairperson
2. Election of chairperson and secretary  
Proposal for Council Meeting chairperson    NSR OC Chairperson  
Proposal for Secretary    NSR OC from next NSR
3. Election of persons to verify the minutes  
Proposal: CC Board Chairperson and CC next NSR
4. Determining the list of members with the right to vote

MD 101 Sweden	10 district	12 votes
MD 104 Norway	10 district	12 votes
MD 106 Denmark	4 district	6 votes
MD 107 Finland	14 district	16 votes
MD 109 Iceland	2 district	4 votes
5. Notification other matters
6. Approval of the agenda
7. Follow up matters from previous NSR meetings
8. Financial statements and audit report
  - 8.1 Presentation of financial report from the previous year
  - 8.2 Audit report and adoption of the audited accounts
  - 8.3 Report from the previous Convention

- 8.4 Current financial status
- 9. Granting of discharge to the previous year's executive officers
- 10. Approval of next year's budget
- 11. NSR-cooperation projects
  - 11.1. The acceptance of the new NSR project
  - 11.2. Orkester Norden
- 12. Recommendations from the seminars
- 13. Proposals from the seminar (to be voted next year)
- 14. Other proposals for projects / activities
- 15. Presentation of candidates to the International Board
- 16. Presentation of next NSR
- 17. Other matters
- 18. Closing of the meeting

## **8. Covering of ID's expenses at the NSR meeting**

The **official invited** ID' s expenses at NSR Meeting should be covered as follows:

1. In case of LCI is not covering travel cost (after application from district or MD), travel cost is covered by NSR administration budget.
2. Hotel, meals etc. to be covered by the NSR host country.
3. The same coverage is for the spouse of this ID.
4. If there are two ID's from the Nordic countries at the same time, one of the ID's is officially invited on a rotation system, and expenses are covered according to the rules mentioned above.
5. If the other ID is attending the meeting, the NSR host country covers hotel, meals etc. for this second ID and the spouse. The ID is responsible for covering travel expenses

## **9. Covering ID's expenses at the CC Board meeting in Nov./Dec.**

1. If the CC Board invites the NSR officially invited ID to attend the CC Board meeting in November/December, all expenses are covered by the NSR administration budget.
2. NSR does not cover any costs for the spouse.
3. Only one ID can be invited on the cost of NSR.

## **10. Covering of expenses for official participants at the National Conventions.**

1. Travel expenses for one ID and spouse are covered by Oak Brook.
2. Hotel, food etc. are covered by the host country.
3. Travel expenses for the official participants and spouses from the other Nordic countries are covered by each country.
4. Hotel, food etc. are covered by the host country.



# **NSR By-Laws**

## **Appendix 2**

## **1 Role of the IRD committee**

The IRC (International Relations Chairperson) committee has the following role within NSR:

1. To discover and recommend to the CC Board international projects for the NSR. NSR projects should focus on aid outside the NSR countries and have an important impact in the area where they are implemented. Any NSR country can propose a project but the IRC committee recommends one project to the CC Board and the NSR Council Meeting for approval.
2. To present to the CC Board and the NSR Council Meeting interim reports, as if needed, on each on-going international project and also report on the final outcome of the projects in the NSR Council meeting.
3. To form a Project group for each international project and to oversee its work. The Project group is responsible for the successful result of each project. The IRC committee appoints a Project Manager for each project. The Project Manager shall inform the IRC committee on a regular basis on the progress of the Project.
4. To endeavour to find areas of cooperation between the NSR countries, and/or other countries, to enhance the international goals of NSR.
5. To carry out tasks and projects that the CC Board refers to the IRC committee.

## **2 Role of the IRD Chairperson**

The IRC committee is chaired by the IRC of the country where the next NSR meeting is held. This position is held for one year from July 1<sup>st</sup> to June 30<sup>th</sup> the following year.

Every Lions year the committee is chaired by the IRD of the country hosting the NSR Council Meeting. His role is called IRD Committee Chairperson. IRD meetings and seminars are prepared and chaired by the IRD Committee Chairperson in cooperation with members of the IRD committee.

It is the responsibility of the chairperson to prepare and chair IRC meetings and seminars and report progress of NSR projects to the CC board and the NSR Council meeting as needed. The IRD Committee Chairperson shall keep and maintain a record of all activities and meetings and at the end of his year as chairperson pass on these records to the next chairperson. At the end of the term the chairperson also informs the incoming IRC committee chairperson about on-going projects, project proposals and other relevant issues.

## **3 Work plan for the IRD committee**

In order to fulfil its Role the IRC committee should:

1. Communicate, via e-mail, phone, e-meetings, on a regular basis.
2. Meet at least once a year, in person, at the venue of the NSR Meeting. Minutes to be distributed to the CC Board and the IR committee within a month from the meeting.
3. Pending the approval of the CC Board, a second meeting can be called at the Europa Forum if needed.
4. Prepare and hold an IRC Seminar at the NSR Meeting in January if requested
5. Maintain a presence on the Internet open for all, Lions members and the public, to inform about NSR projects and the work of the IRC committee.
6. Inform the CC Board before each of its formal meetings about the progress of projects and other relevant issues.

## **4 Workshops in a NSR meeting**

The aim of the workshops is to be interactive and interesting, not reporting from the past. The outcome from every workshop should be presented on Saturday afternoon according to the common timetable.

Workshops should be arranged on the first day of the NSR Meeting. The purpose of the workshops is to give the participants that kind of knowledge that they can use in their Lions activities but also in everyday life. Therefore the workshops should be conducted by experts in the field of the workshop topic.

Every workshop must have chairperson, co-chairperson from NSR-OC and a secretary. The chairperson should prepare the workshop in a manner that the objective of the workshop can be easily understood by participants.

The topics of the workshops are created by the NSR-OC before October in preceding Lions year. The NSR-OC gives the proposal of the workshop topics to the CC Board before the CC Board Meeting during Europa Forum.

The chairperson and the secretary are responsible for making a report of the workshop and present it on Saturday during NSR Meeting. The chairperson is also responsible for publishing the report onto the organizers home page.

## **5. DG elect training during a NSR meeting**

It is possible to organize a DG elect training during a NSR meeting. The group leader in the next International Convention is responsible for the training. DG elect training could take place either on Friday afternoon or on Sunday morning depending on the travel schedules.

VCC training should be organized as well. The purpose of the training is to familiarize the VCC Group to the knowledge of NSR affairs. Training could be arranged on Friday evening or Sunday morning.





# NSR Constitution

# 1 Introduction

## 1.1 The co-operation

The Nordic co-operating council (NSR) is a coordinating body between the Lions Multiple Districts 101 Sweden, 104 Norway, 106 Denmark, 107 Finland and 109 Iceland. In the Council, each of the Multiple Districts is represented by the Council Chairperson (CC), all District Governors (DG's) and one representative appointed by The Council of Governors.

Each of member MD has a voting right of one vote. For a decision in matters not concerning finance or changing the Constitution, a simple majority is needed. **For matters concerning finance or changing the Constitution, each Multiple District has one vote and the decision must be taken unanimously. The voting must take place in a NSR Council meeting.**

If a Council representative is unable to attend a Council meeting, the Multiple District Council can appoint a substitute with the same rights and responsibilities.

Leos and other countries are invited to participate in NSR as observers without voting rights.

## 1.2 Objective

The objective of the NSR is to enforce relationship with and presence in the Lions Clubs International, with Lions Clubs in Europe and to organize joint service projects, as well as to strengthen the membership and leadership of the Lion members in the Nordic countries.

The NSR is based on principles of solidarity and mutual understanding among Nordic Lions countries as laid out in the NSR Constitution.

## 1.3 Strategy

In order to work towards the objectives of the NSR:

- The NSR shall represent the Nordic countries as a coherent entity in international Lions meetings (Convention, Europa Forum).
- The NSR shall organize joint service projects.
- The NSR shall strengthen the membership and leadership by training and guiding.
- The NSR shall support cultural cooperation.

## 1.4 Working Platform

The NSR is a forum that enables Lions to meet in annual gatherings, exchange ideas and support the Nordic membership and leadership programs. All Lions club members in the five Multiple Districts have the right to attend and to participate in Council meetings without voting rights.

The Council operates in accordance with the LCI Constitution and By-Laws.

The NSR organizes every second year one or more joint service projects in the field of charity within the budgetary framework set by the council. The NSR can also organize co-

operation and service projects outside its budgetary constraints provided the council members approve such projects unanimously and has the support of the participating countries.

### 1.5 Responsibilities

As a joint Nordic forum, the NSR shall

- Debate and conclude in its council meetings on initiatives, projects and other activities concerning the Nordic co-operation
- Agree a budget for the NSR and its operatives

### 1.6 Joint representation

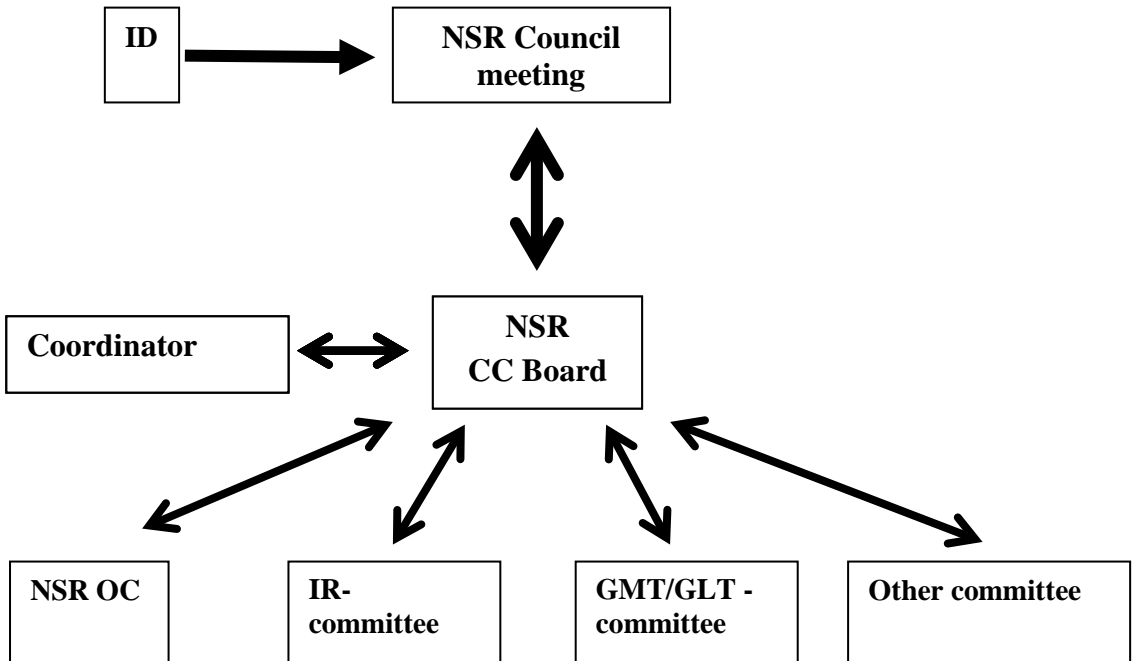
Wherever the NSR or its members take jointly part in Conventions, Europe Forum etc., it shall be presented as: „Lions of Scandinavia”.

## 2 Structure of the NSR

The NSR’s supreme authority is carried by the council meeting. The NSR CC Board is the body responsible for the NSR between the annual meetings of the council and is composed of the CC’s of the member countries. The NSR CC Board is supported by the NSR operating committee (NSR OC) that is composed of experienced lions, one from each member country, elected for a term of five years at a time.

The NSR OC prepares the council meetings, makes the budget for the NSR and has the responsibility to prepare the accounts for the Council. The NSR OC appoints a member to an organizing host committee for each NSR event.

The NSR has permanent standing committees on different joint Nordic assignments. International Director, ID, informs the NSR on the work of the International Board of Directors.



## 2.1 Committees

The standing committees organize their own work within the framework set by the NSR.

Other committees can meet if necessary.

## 3 Guidelines

### 3.1 Coordinator

The coordinator facilitates the joint Nordic activities at the International Convention.

The NSR coordinator is elected for a period of two years. The nomination rotates among the Nordic countries according to Appendix 1 section 4. The coordinator should speak and write English, and be able to communicate in a “Scandinavian” language.

The coordinator is a PDG that has attended at least two international conventions, and has in addition experience in the NSR work. Exceptions to this rule have to be agreed upon by the CC Board. He/she has to follow the updated Coordinator’s handbook.

### 3.2 Role and Responsibilities of International Director (ID)

Candidates for International Directors are elected by each member country according to the **Rotation List of European International Directors** (made by the European Steering Committee and accepted in the European Council Meeting at the Europa Forum). Candidates for International Directors from the Nordic countries are introduced at the NSR Council Meeting as well as at the Europe Forum.

International Directors are elected and endorsed according to the International Constitution and By-Laws.

The NSR expects the current International Director(s) elected from the Nordic countries to represent Nordic Lions’ interests on international level, assist in handling local issues and to follow the Nordic Lions effort as detailed below:

- Through LION magazine from the Nordic countries
- Through minutes of and attendance (if possible) in the Council of Governors Meetings in each country
- By getting copies of letters from the Nordic countries to the International Board of Directors
- By being an international speaker in Nordic Countries’ MD Conventions and by taking invitations to clubs, zones and districts in order by carrying out seminars and delivering speeches as described in the Board Policy Manual and by carrying out all other ID-duties.
- By sending a report to the NSR CC Board after each Board Meeting of the International Board of Directors, with copies forwarded to the IPs, PIPs, PIDs in the NSR member countries as well as the editors of LION magazine.
- By informing his/her successor of the work at the International Board of Directors.
- The expenses for the ID’s participation at NSR should be covered according to point

8 in NSR By-Laws appendix 1.

### **3.3 Chairperson of the NSR CC Board**

The CC of the country that arranges the NSR automatically acts as that year's chairperson in the NSR CC Board and chairperson of the NSR Council meeting.

If the chairperson of the NSR CC Board is not able to attend a CC meeting, the CC from the country that is arranging the next NSR will act as chairperson of the CC meeting (and so on).

If the chairperson of the NSR CC Board doesn't attend the NSR meeting, the governors from the arranging country should appoint a substitute.

If the chairperson of the NSR CC Board is not able to hold his/her post until the end of the year, the CC from the country that arranges the next NSR will act as chairperson for the rest of the year.

### **3.4 Nordic co-operation with/in the Europa Forum**

The NSR CC Board meets at the Europa Forum. The NSR OC ensures that any Europa Forum resolution are processed and implemented within the NSR.

If the Nordic countries and eventually other countries in the same group should elect a representative to any EF committee, the CC chairperson is responsible for informing the other countries on duties related to this post. The proposal for a representative from the Nordic countries should be elected in the CC meeting held during the International Convention.

### **3.5 Joint Nordic IR project**

The NSR runs one or more joint projects. Nordic IR projects shall be approved by the NSR Council meeting. Each project is run by principals approved by the NSR. The budget for the service projects are set by the NSR Council according to agreements between the member countries.

## **4 Financing of the NSR's expenses**

The NSR makes the annual financial plan to cover the costs for administration, activities during LCI convention and other activities decided by the NSR.

### **4.1 The Administrative Budget**

The expenses covered by the administrative budget are listed in the point 10 in the By-laws.

The expenses of the administration budget shall be borne by the member countries in proportion to the number of members in each country (LCI figures) as of June 30<sup>th</sup> each year.

### **4.2 Budget for NSR IR project**

The budget for a NSR IR project is based on an agreed amount per member as of June 30<sup>th</sup> (LCI figures).

The total amount is divided according to an agreement among the 5 countries. See point 11 in the By-Laws.

## **5 Expenses for participation in National Conventions**

Expenses for the official representatives and spouses are covered according to point 9 in the NSR BY-Laws appendix 1

## **6 Resignation**

Each Multiple District can resign from the NSR. A note of resignation shall immediately be sent to the Chairperson of the NSR CC Board.

All economic responsibilities to NSR have to be settled before the resignation.

The resignation is effective as of the 1<sup>st</sup> of July in the year after decision on resignation is taken and notified to the Chairperson of the NSR CC Board.

A Multiple District can apply for a new entry in NSR. The application must be approved by the MD convention in the country. A re-entry shall be unanimously approved in a NSR Council meeting.

## **7 Dissolving NSR**

The decision to dissolve NSR can only be taken unanimously by the member countries and must be voted in a NSR Council meeting to be valid.

The recommendation of dissolving the NSR must come from the Council of Governors in each MD after consideration and approval in MD national conventions.

## **8 Amending**

This Constitution may be amended only in a NSR Council meeting by resolution of the NSR CC Board. Each Multiple District has one vote. Any amendment must be approved unanimously.

## NSR REGNSKAP PR:

30-6-2014

Tekst	Bilag nr.	Coordinator til NSR	CC møte Cph.	Coordin. Conv.	Hospitality	Parade	NSR AU	Bankkost Renteinnt	Diverse Tekst	Diverse	Eurokto	NOK kto Euro	NOK konto NOK	Egenkapital	Forskudd	Kreditor
IB	1							0.43			9 982.65	942.00	7 157.24	-21 127.00	24 212.16	-14 010.24
Betalt Island	2										-2 324.74					2 324.74
Innbet. Vedr. hosp.R	3				-19 074.00										19 074.00	
Innbdet. For vester	4							0.24			785.92				-786.16	
Betalt Hosp, room	5				42 500.00										-42 500.00	
Betalt Lions Norge	6											-729.00	-5 905.00			729.00
Skand. Aften	7								Skand. Aften	9 576.00	-9 576.00					
Innbet. Skand. Aften	7								Skand. Aften	-9 386.50						9 386.50
Hosp. Room	8				5 169.62						-5 169.62					
Innbet. Adm.utg 13/14	9				-11 462.00				Adm. Inntekt	-30 000.00	41 462.00					
Coord. Utg.	10			2 536.65							-2 536.65					
Telefonkonf NSR AU	11						124.00					-124.00	-992.61			
Tekn utstyr Hosp R	12				2 447.13						-2 447.13					
Innbyd. Kort H R	13				148.65						-148.65					
Telefonkonf NSR AU	14						121.62				-121.62					
Forskudd vedr. flaggboks	15										-232.33			232.33		
Frakt flaggboks	16					1 075.38					-1 673.38					598.00
Coordinator	17			2 279.27							-2 279.27					
Innbet. Hosp R	18				-306.00						306.00					
Innbet. Skand. aften	19								Skand. Aften	-220.50	220.50					
Bankkostn NOK	20							0.25				-0.25	-2.00			
Bankkostn Euro	20							103.08			-103.08					
Avsetn 2 telefonkonf	21						245.00									-245.00
Revisor	22											-972.00	-7 875.00			972.00
Telefonkonferanser	23											-245.00	-3 687.55			245.00
CC møte i Cph. EMH	24		179.77								-179.77					
NSR Kolsrud og Johansen	25														941.37	
NSR Egil M-H	26						423.30				-1 364.67					
NSR Egil M-H	27						67.35				-67.35	-559.00				
CC møte i Cph. EMH	28		391.90								-391.90	-3 253.00				
Inn fra tre distrikter	29										903.60	7 500.00			-903.60	
NSR - Jørn Andersen	30						802.68				-802.68					
NSR - Markus Flaaming	31						739.95				-739.95					
Finn - Convnction 2104	32										-2 449.58			2 449.58		
Alf - NSR	33						382.78				-382.78					
Coord. Til NSR	34	477.80	198.29								-676.09					
NSR AU og CC - Island	35		203.64				755.40				-959.04					
Veksle euro til NOK	36										-1 811.96	1 811.96	15 000.00			
Refusjon MD 104	37										217.27	1 840.00			-37.77	-179.50
Betalt vester	38										-3 216.95			3 216.95		
Renter 2013	39							-13.95				13.95	115.85			
Overført til NSR Georgia	40										-179.50	-1 490.00				179.50
Bankkostn. NOK	41							1.30				-1.30	-11.00			
Bankkostn Euro	42							54.37			-54.37					
Bet. Get-tog og Hosp	43										-8 308.32			8 308.32		
Kontorkostander	44								Kontorkost.	85.06		-85.06	-706.00			
CC møte fra Norge	45		383.13													-383.13
CC møte fra Finland	46		537.38													-537.38
Bankkostn. Juni Euro	47							9.61			-9.61					
Bankkostn. Juni NOK	48							0.96				-0.96	-8.00			
Fra Danmark - vester	49										409.95				-409.95	
Avsetn revisjon	50								Revisjon	485.00						-485.00
Agio NOK bankkonto	51							245.00				-245.00				
		477.80	1 894.11	4 815.92	19 423.40	1 075.38	3 662.08	401.29	0.00	-29 460.94	5 598.78	847.46	7 123.93	-21 127.00	13 797.23	-1 405.51

Inntekter -30 000.00

Skand. Aften -31.00

Kontorkostn 85.06

Revisjon 485.00

**-29 460.94**

Flaggboks 232.33

Finn Conv. 14 2 449.58

Vester 2 807.00

Conv. 14 8 308.32

**13 797.23**

## NSR REGNSKAP 2013 - 2014 pr. 30.06.2014

## SAK 8.1

(Budsjett etter vedtak på NSR i Trollhättan)

2014-12-30

Euro	Note	Regnskap 2011-2012	Regnskap 2012-2013	Regnskap 2013-2014	Budsjett 2013-2014
<b>ID omkostninger</b>					
NSR		0	0	0	0
<b>Total</b>		0	0	0	0
<b>NSR møtet</b>					
Teknisk utrustning				0	500
Coordinator Orkester Norden	1			0	700
Coordinator		472	875	478	750
<b>Total</b>		472	875	478	1 950
<b>CC møte</b>					
Reise- og møteomkostninger		2 228	1 184	1 894	2 500
<b>Total</b>		2 228	1 184	1 894	2 500
<b>Convention</b>					
Coordinators deltagelse		5 795	6 033	4 816	4 150
Hospitality	2, 3	10 315	10 070	19 423	12 000
Paraden - kostnader flaggborgen		1 904	3 395	1 075	1 500
Caucus		141	0	0	0
CC møte		125	0	0	250
Exhibit booth - reise og opphold		5 718	5 750	0	0
<b>Total</b>		23 998	25 248	25 315	17 900
<b>Øvrige omkostninger</b>					
AU-møteomkostninger incl. NSR	4	4 302	3 450	3 171	4 150
Ekstra NSR AU kostander			2 752	491	0
Bankkostnader, kursdifferanser	5	440	289	415	100
Renteinntekter		-156	-61	-14	-30
Kontorkostnader			0	85	0
Diverse				-31	0
Revisjon		0	972	485	500
<b>Total</b>		4 586	7 402	4 602	4 720
<b>Premie i Convention/ref. fra EF</b>		-280	-2 000	0	0
<b>TOTALT</b>		31 004	32 708	32 289	27 070

Fordeling	Medlems- tall pr. 30.06.2013	% andel	Fordeling av budsjet. 2011/2012	Fordeling av budsjet. 2012/2013	Fordeling av budsjet. 2013/2014	Betalt
MD 101 Sverige	11 871	20.6	6 589	7 099	6 180	6 180
MD 104 Norge	11 680	20.3	6 481	6 929	6 090	6 090
MD 106 Danmark	6 662	11.6	3 645	3 959	3 480	3 480
MD 107 Finland	25 035	43.5	13 627	14 744	13 050	13 050
MD 109 Island	2 294	4.0	1 278	1 400	1 200	1 200
<b>I alt</b>	<b>57 542</b>	<b>100</b>	<b>31 620</b>	<b>34 131</b>	<b>30 000</b>	<b>30 000</b>

<b>Resultat</b>	<b>616</b>	<b>1 423</b>	<b>-2 289</b>	<b>2 930</b>
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Balanse pr. 30.06 (Euro)	Note	2012	2013	2014
Konto 6060.04.47193 Euro		26 846	9 983	5 599
Konto 6060 05 23182 (NOK konto omregnet til euro)		984	942	847
Forskudd Convention		20 130	24 212	13 797
Debitorer		0	0	0
<b>SUM EIENDELER</b>		<b>47 960</b>	<b>35 137</b>	<b>20 243</b>
Årets resultat		616	1 422	-2 289
Egenkapital 1.7.2013		19 089	19 705	21 127
Sum egenkapital pr. 30.06.2014		19 705	21 127	18 838
Kreditorer		2 000	14 010	1 406
Lån fra MD 104 Norge		26 255	0	0
<b>SUM GJELD OG EGENKAPITAL</b>		<b>47 960</b>	<b>35 137</b>	<b>20 243</b>

## COMMENTS TO THE ACCOUNT AS PER JUNE. 30, 2014

- 1) Coordinator Orkester Norden did not send any invoice
- 2) Added value tax of €5.170 and technical equipment of €2.447 not taken into account when total cost was charged
- 3) In addition € 11.462 was charged afterwards based on number of lionsmembers. Separate charge to the five countries of € 19.074 based on number of guests. Total cost Hospitality Room € 49.959
- 4) At NSR in Trollhättan, the CC group asked NSR AU to come up with a proposal for a "new NSR". Cost for one meeting in Copenhagen and telephone conferences to be paid by NSR
- 5) Including disagio of € 245 on bank account in NOK due weaker NOK compared to Euro



SAK 8.2

Til Rådsmøtet i Lions Clubs International, Nordisk Samarbeidsråd (NSR)

**REVISORS BERETNING - NORDISK SAMARBEIDSRÅD**

Vi har revidert regnskapet for Nordisk Samarbeidsråd for regnskapsåret avsluttet 30. juni 2014. Regnskapet består av en oppstilling som viser sum kostnader på Euro 32.289, fordelt per arrangement i året, innbetalinger i året på Euro 30.000 og balanse. Prosjektregnskapet er utarbeidet av ledelsen i Nordisk Samarbeidsråd.

**Ledelsens ansvar for regnskapet**

Ledelsen er ansvarlig for utarbeidelsen av regnskapet, og for slik intern kontroll som ledelsen finner nødvendig for å muliggjøre utarbeidelsen av et regnskap som ikke inneholder vesentlig feilinformasjon, verken som følge av misligheter eller feil.

**Revisors oppgaver og plikter**

Vår oppgave er å gi uttrykk for en mening om regnskapet på bakgrunn av vår revisjon. Vi har gjennomført revisjonen i samsvar med lov, forskrift og god revisjonsskikk i Norge, herunder International Standards on Auditing. Revisjonsstandardene krever at vi etterlever etiske krav og planlegger og gjennomfører revisjonen for å oppnå betryggende sikkerhet for at regnskapet ikke inneholder vesentlig feilinformasjon.

En revisjon innebærer utførelse av handlinger for å innhente revisjonsbevis for beløpene og opplysningene i regnskapet. De valgte handlingene avhenger av revisors skjønn, herunder vurderingen av risikoene for at regnskapet inneholder vesentlig feilinformasjon, enten det skyldes misligheter eller feil. Ved en slik risikovurdering tar revisor hensyn til den interne kontrollen som er relevant for selskapets utarbeidelse av et regnskap som gir en dekkende fremstilling. Formålet er å utforme revisjonshandlinger som er hensiktsmessige ut fra omstendighetene, men ikke for å gi uttrykk for en mening om effektiviteten av enhetens interne kontroll. En revisjon omfatter også en vurdering av om de anvendte regnskapsprinsippene er hensiktsmessige samt en vurdering av den samlede presentasjonen av regnskapet. Etter vår oppfatning er innhentet revisjonsbevis tilstrekkelig og hensiktsmessig som grunnlag for vår konklusjon.

**Konklusjon**

Etter vår mening gir regnskapet for Nordisk Samarbeidsråd for regnskapsåret avsluttet 30. juni 2014, i det alt vesentlige et uttrykk for resultat og stilling i samsvar med god regnskapsskikk.

**Andre forhold**

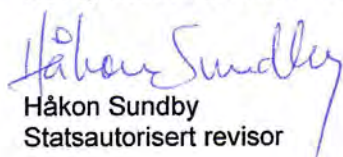
Budsjettallene som fremkommer i regnskapet er ikke revidert.

**Grunnlag for regnskapsavleggelse og begrenset distribusjon**

Regnskapet er utarbeidet for å gi informasjon til Rådsmøtet i Nordisk Samarbeidsråd, og er derfor ikke nødvendigvis egnet for andre formål. Vår uttalelse er kun beregnet på Nordisk Samarbeidsråd og skal ikke distribueres til andre parter. Dette forholdet har ingen betydning for vår konklusjon.

Oslo, 16. desember 2014.

Revisjonsfirmaet Flattum &amp; Co AS

  
Håkon Sundby  
Statsautorisert revisor



Orby in November 2014

To:  
NSR

## Coordinators report from Convention 2014 in Toronto

### 1. Preparations

Preparations started in August/September with applying for function space from LCI. We needed space for our Get Together and our Hospitality Room.

I looked at the Convention program and made the decision that we would have our Get Together on July 3<sup>th</sup> and our Hospitality Room on July 7<sup>th</sup>. The date of the Get Together was because I had to give our delegates time to get to Toronto in time to attend the Get Together and it had to be before the International Parade and that left only July 3<sup>th</sup> as a possibility.

About our Hospitality Room I decided to have it July 7<sup>th</sup> because most other parties are the day before and I wanted to give our participants the opportunity to attend other districts Hospitality Rooms.

After I received answer from LCI that they had booked space, for our Get Together at Courtyard by Marriott and for our Hospitality Room at The Sheraton Hotel. I could get in touch with the event managers at the hotels and start the discussions about each event.

At the CC meeting in Copenhagen in December 2013 I made a presentation of my plans for the Get Together and The Hospitality Room, including costs. The CC-group came to the opinion that the costs were too high and decided that I should try to find other places than the hotels.

MD107 Finland had contacts with Lions in Toronto and promised that they would get in touch with them and then I could discuss our events with the Lions in Toronto.

By the end of January 2014 I got in touch with PDG Ilkka Ahola in Toronto and we started our discussions, all on e-mail, about where we could have our events in Toronto.

PDG Ilkka came with an idea about a place called the Estonian House and we decided that he should start discussions with them to find out if they could help us with the arrangements.

After some time PDG Ilkka came back to me and said that the Estonian House said that they could help us with the arrangements.

The Estonian House is at Broadview Avenue 958. It is about 4-5 km from the Sheraton Hotel downtown Toronto.

### 2. Parade information and CC-meeting.

I had arranged for a combined Parade information and CC meeting July 3<sup>th</sup> at the Courtyard by Marriott. When we were about to start the meetings the hotel claimed that we had no room for the meeting but they solved it in a good way. The next problem was that the meeting room did not have a projector for PowerPoint presentations so I had to rent one.

### **3. Get Together**

According to practice the Get Together party is a two course table served dinner but during the discussions with the Estonian House they came with the idea that we maybe could do it as a buffet dinner instead. It would be cheaper, mostly because buffet can be arranged with less staff than a table served dinner. I asked for an offer of booth alternatives and then I asked the CC-group to decide. The CC-group decided in favor for the cheaper alternative, a buffet dinner.

After that the discussion about the food and all other arrangements started. PDG Ilkka said that his club would be happy to assist with the entire practical on the place things. I told PDG Ilkka to tell the Estonian House that I estimated that we would be about 180 Lions and partners from Scandinavia attending the Get Together, the final number of participants, as reported from the 5 MD's, were 175.

Arrangements were made to have all 8 Scandinavian flags on the stage.

#### **Allergy.**

During the Get Together I was asked about special food for participants with allergy. Since nobody had told me about that before there was nothing I could do about this at that time.

We must, in the future, ask all participants if they are allergic to anything as early as possible so that the Coordinator can get that information and discuss it with the persons responsible for the food!

### **4. The International Parade**

It started with problems because the Swedish DG and CC bus from the hotel to the assembly area did not arrive in time so I had to arranged the flags without the Swedish flag to start with, telling the Lions carrying the flag that if the Swedish group arrived in time to participated in the Parade they should be prepared to make room for them, one in each row.

Just before we started marching down the street the Swedish group arrived and we could fill up with the Swedish flags and in the marching rows.

I had asked a couple of Lions to make sure that we marched in order and I would like to say that they did a very good job.

We got 3:rd prize in the completion, 432 Canadian dollars.

### **5. Hospitality Room**

The CC-group had decided that we should invite 800 guests. I had 400 invitation cards printed, each valid for two persons. The invitation card was handed out to the MD's according to the dividend that had been used in this matter in Hamburg.

The International Board was invited by ID Kenneth Persson by e-mail.

There was an event for the International Board that same evening, I did not know about this when the date and time was decided for our Hospitality Room, and so we did not have many guests from the International Board attending our Hospitality Room. Our first guest arrived 30 minutes early and the last, PID Bob Corlew one of the candidates for 2<sup>nd</sup> Vice International president, arrived short before closing time.

Everyone I talked to at the Hospitality Room everybody were very pleased and the evaluation by the CC group gave the same answer so I consider our Hospitality Room as a success.

## **6. The Flag box.**

The flag box was, after the Convention in Hamburg, transported to Toronto and stored there. I took in an early stage contact with the Icelandic Company that had help with the transportation and asked them if they could help me transporting the box to my hotel and they promised to do that. I also asked them if they could help me transporting the box from Toronto to Honolulu if I could find a way to store it there directly after the Convention in Toronto. They also agree to that and told me that I should get back to them in April 2015, which I did. After two or three weeks I received an e-mail that they could not help me because they had no agent in Toronto. I sent an e-mail to Oak Brook and asked if LCI had an agreement with a transportation company and if so, if I could ask them for help.

LCI answered that they had an agreement with Mendelsohn Commerce so I sent an e-mail asking for help. Later on PDG Ilkka Ahola and one of his club members said that they could help with the transportation to my hotel, so I canceled the agreement with Mendelsohn Commerce.

I had asked Lion Bob Lee in the Host Committee for the Convention in Honolulu, if it would be possible to store the flag box in Honolulu between the Convention in Toronto and the Convention in Honolulu and he told me that they had a place to store the box. The flag box was shipped from my hotel in Toronto July 8<sup>th</sup> and after some difficulties with papers needed to get it into USA it arrived in July and is now stored and checked OK in Honolulu.

### **Thank you for all help**

I would like to say thank you to all that helped me in my work with the arrangements in Toronto and a special thanks to my wife Margaretha for all her assistants with the planning and during the Convention in Toronto.

Finn L Bangsgaard  
Nordic Coordinator  
2014 – 2015  
PCC MD101 Sweden

## NSR REGNSKAP 2014 - 2015

## SAK 8.4

2014-12-30

Euro	Note	Regnskap 2012-2013	Regnskap 2013-2014	Regnskap 2014-2015	Budsjett 2014-2015	
<b>ID omkostninger</b>						
NSR		0	0	0	0	
<b>Total</b>		0	0	0	0	
<b>NSR mødet</b>						
Teknisk utrustning					0	Danmark
Tolkning						
Coordinator Orkester Norden					420	
Coordinator		875	478		625	
<b>Total</b>		875	478	0	1 045	
<b>CC møde</b>						
Rejse- og mødeomkostninger		1 184	1 894		2 600	Cph
<b>Total</b>		1 184	1 894	0	2 600	
<b>Convention</b>						
Coordinators deltagelse		6 033	4 816	4 472	5 050	Toronto
Hospitality	1	10 070	19 423	5 329	12 000	MD 101 x 2
Paraden - kostnader flaggborgen	2	3 395	1 075	2 701	1 350	
Caucus			0	0	0	
CC møte			0	496	250	
Exhibit booth - reise og opphold		5 750	0	0	0	
<b>Total</b>		25 248	25 315	12 998	18 650	
<b>Øvrige omkostninger</b>						
AU-mødeomkostninger incl. NSR		3 450	3 171		4 300	Danmark
NSR AU ekstra kostnader		2 752	491			
Bankkostnader, kursdiferanser		289	415	31	100	
Renteinntekter		-61	-14		0	
Kontoromkostninger			85		100	
Miscellaneous/diverse	3		-31	-258	250	
Revisjon		972	485		500	
<b>Total</b>		7 402	4 602	-227	5 250	
<b>Premie i Convention og ref. EF</b>	4	-2 000	0	-310		
<b>TOTALT</b>		32 708	32 289	12 461	27 545	
<b>Fordeling</b>						
		<b>Medlemstall pr. 30.6.2014</b>	<b>Fordeling av fakturert</b>	<b>Fordeling av budsj.</b>	<b>Betalt</b>	
MD 101 Sverige		11 654	6 180	5 674	5 674	
MD 104 Norge		11 501	6 090	5 592	5 592	
MD 106 Danmark		6 525	3 480	3 168	3 168	
MD 107 Finland		24 735	13 050	12 037	12 037	
MD 109 Island		2 244	1 200	1 074	1 074	
<b>I alt</b>		<b>56 659</b>	<b>30 000</b>	<b>27 545</b>	<b>27 545</b>	
<b>Resultat (overskudd / -underskudd)</b>			<b>-2 289</b>	<b>15 084</b>	<b>0</b>	

## Notes:

- 1) The Hospitality room was arranged at very favourable prices. Liquer was brought in by the DGEs
- 2) Consist of: Storage hotel in Toronto €244, Transport to Hawaii €1.023, US Duty €1.151, Storage Hawaii €190  
We have also paid equal to €232 for duty to bring the box into Canada. Has not yet been refunded.
- 3) A small surplus when dividing the cost for Get-Together (ref. Finn)

**Coordinator 2015 - 2016**

Korrigert

**SAK 10.1**

UDS/€ 100 = 76

DKR/€ 100 = 13,50

2015-01-17

Euro

Euro	Budget 2015 - 2016	
<b>Convention</b>		<b>Hawaii</b>
<i>(Finn L Bangsgaard)</i>		
Registration (USD 110)	85	
Travel	1 300	Comment 1
Hotel (8 nights) (USD 225/night)	1 360	
Travelling allowance (8 days) (USD 75/day)	600	
Misc. Expenses for both coordinators <i>(Denmark)</i>	250	
Registration	85	
Travel	1 300	
Hotel (8 nights)	1 360	
Travelling allowance (8 days)	500	<b>6 840 Total Conv.</b>
Transportation of flag box <i>(Hawaii - Fukuoka, Japan)</i>	0	
	2 000	Comment 2
Hospitality room (food drinks)	12 000	Comment 3
CC meeting (coffee water)	250	
Parade	0	
<b>NSR</b>		<b>Finland</b>
<i>( One Coordinator from Denmark)</i>		
Registration	55	
Meals (2 x lunch, Get.together, dinner x 1)	200	
Travel	370	
Hotel (2 nights single room)	220	<b>845 Total NSR</b>
<b>Total</b>	<b>21 935</b>	

**Comments:**

- 1) Based on price CPH to Hawaii
- 2) Amount unknown as we do not know the rules in Japan for ex. taxes  
If not stored at Lionsfriends, the amount will be higher
- 3) Same amount as in budget for 2014 Convention.  
Actual cost in Toronto is €5.329.

2015-01-17

Euro	Note	Regnskap 2012-2013	Regnskap 2013-2014	Budsjett 2014-2015	Budsjett 2015-2016	
<b>ID omkostninger</b>						
NSR	1	0	0	0	0	
<b>Total</b>		0	0	0	0	
<b>NSR mødet</b>						
Teknisk utrustning				0		Finland
Seminar women in Lions - travel exp.					1 500	
Coordinator Orkester Norden	2			420	845	
Coordinator	2	875	478	625	845	
<b>Total</b>		875	478	1 045	3 190	
<b>CC møde</b>						
Rejse- og mødeomkostninger	3	1 184	1 894	2 600	1 500	Cph
<b>Total</b>		1 184	1 894	2 600	1 500	
<b>Convention</b>						
Coordinators deltagelse	4	6 033	4 816	5 050	6 840	Hawaii
Hospitality	5	10 070	19 423	12 000	12 000	MD 101 og 106
Paraden - kostnader flaggborgen	6	3 395	1 075	1 350	2 000	
Caucus				0	0	
CC møte				250	250	
Exhibit booth - reise og opphold		5 750	0	0	0	
<b>Total</b>		25 248	25 315	18 650	21 090	
<b>Øvrige omkostninger</b>						
AU-mødeomkostninger incl. NSR	7	3 450	3 171	4 300	4 175	Finland
NSR AU ekstra kostnader		2 752	491	0	0	
Bankkostnader, kursdiferanser		289	415	100	100	
Renteinntekter		-61	-14	0	-20	
Kontoromkostninger			85	100	50	
Miscellaneous/diverse			-31	250	100	
Revisjon		972	485	500	500	
<b>Total</b>		7 402	4 602	5 250	4 905	
<b>Premie i Convention og ref. EF</b>		-2 000	0			
<b>TOTALT</b>		32 708	32 289	27 545	30 685	

Fordeling		Medlemstall pr. 30.6.2014	% andel	Fordeling av budsj.	Fordeling av budsj.
MD 101 Sverige		11 654	20.57	6 171	6 311
MD 104 Norge		11 501	20.30	6 090	6 229
MD 106 Danmark		6 525	11.52	3 455	3 534
MD 107 Finland		24 735	43.66	13 097	13 396
MD 109 Island		2 244	3.96	1 188	1 215
<b>I alt</b>	8	<b>56 659</b>	<b>100</b>	<b>30 000</b>	<b>30 685</b>

<b>Resultat</b>				2 455	0
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- 1) To be covered by LCI (travel) and host country (hotel, meals etc) Same for spouses.
- 2) NSR 2015 in Finland. Prices based on NSR 2014 prices in Norway
- 3) Travel cost for 5 CC's to Copenhagen. All cost for NSR AU chairperson. Coordinator not included
- 4) Convention in Hawaii. Coordinators from Sweden and Denmark
- 5) Estimate. Used same budget as last years
- 6) Transportation cost flagbox from Hawaii to Japan. No information about customs etc.
- 7) All cost for NSR AU members to NSR in Finland
- 8) Will be divided based on number of members as per June 30, 2015.

# ① Resolution

## A common curriculum for the Nordic countries

NSR, 16.01.2015

The Nordic GLT group has started the work to reconstruct, align, and build up a joint curriculum for the training of officers in our area, from the Club President up to DG.

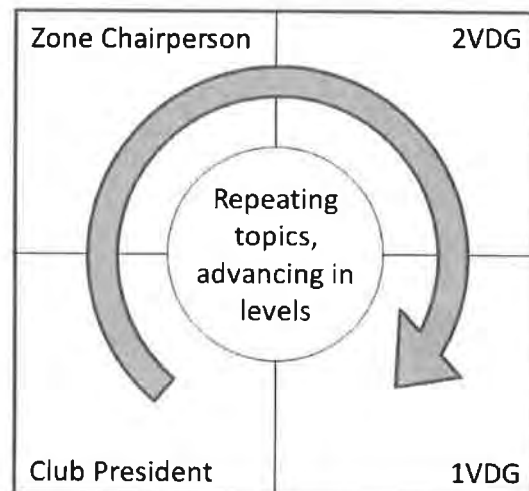
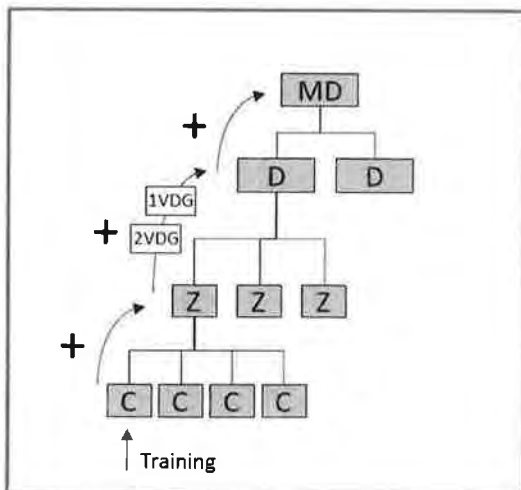
We already have a framework and a vision where we are going, yet a lot of details to discuss and put in order. We are working on a long term implementation plan, starting with 2VDG and 1VDG.

The implementation of this resolution should start July 1st 2015, by requiring that all 2VDG and 1VDG have attended RLLI (Regional Lions Leadership Institute) by end of the fiscal year 2015-2016. This will be the first step of implementation.

The long term goal is as mentioned: To have a common training curriculum, including the LCI training, for the Nordic area on all levels.

We propose to the CC-group that we are given the mandate to continue our work. We aim to finish the written concept before NSR2016 in Finland.

## Nordic common leadership curriculum



This is already presented for the CC-group, who have agreed to



# 3 Recommendation

Attachment 12.2

Recommendation from GLT seminar

Blueprint for a stronger club

We have a tool to make strong clubs stronger and help weak clubs to regain strength. This is called Blueprint for a stronger club and focuses on four core issues, club operations, leadership development, service and membership. It is a guide for club leaders and members to a three step process to assess the club, establish goals and develop a blueprint for a stronger club.

The guide is self explanatory and most clubs can go through the three steps without outside assistance as it is supported by numerous information available at lionsclubs.org. (the <sup>LC</sup> website)

Multiple districts and districts should promote this Blueprint for a stronger club to assist both strong and weak clubs to become even better, more focused and the members more satisfied with club and services.

The first step in promoting the Blueprint for a stronger club should be to make it a part of the club president training this year.

## ④ Recommendation

Attachment 12.3

Recommendation from GLT seminar

NSR in Lyngby, Copenhagen, January 2015

*in the GLT seminar*

After facilitating <sup>the</sup> GLT seminar during NSR Friday, January 16, 2015, the participants recommend that each MD in NSR cooperation purchase a software program which is able to handle a webinar.

The participants see a lot of opportunities in the use of such a program:

- Presenting a project for many people at the same time on a "long distance level"
- Holding meetings among people who live far from each other
- "Long distance" education etc.

We know that this software will cost some money, but with an investment of less than \$ 1,000 a year, we are confident that this amount would obtain an equally large savings in meeting / travelling costs in general

Hilde Straumsheim

GLT Area Leader