



# Kiwaniis®

## 2017-2018 KANSAS DISTRICT BOARD OF TRUSTEES MEETING

Wednesday, January 10, 2018, Conference Call

Prepared by Secretary Jim Germann

**1. Call to Order** – Governor Jan Maxwell called the meeting to order at 7:05 pm and requested that Secretary Jim Germann conduct roll call of members in attendance.

**2. Attendance:** Roll call voice vote taken by Secretary Jim Germann. He reported that 9 board members were present for the call and secretary Jim Germann that a quorum was achieved.

Governor Jan Maxwell	<u>Present</u>	Division 4 – Victor Steiner	<u>Absent</u>
Immediate Past-Governor Cynthia Bender	<u>Present</u>	Division 5 –	<u>                    </u>
Governor-Elect Richard Dickman	<u>Present</u>	Division 6 -	<u>                    </u>
Vice-Governor Jo Schwartz	<u>Absent</u>	Division 7 – Duane Oestmann	<u>Absent</u>
Treasurer Doug Clark	<u>Present</u>	Division 8 – Ron Moser	<u>Present</u>
International Trustee Dick Olmstead	<u>Present</u>	Division 9 – Dawn Gabel	<u>Absent</u>
Secretary Jim Germann	<u>Present</u>	Division 10 – Shirley McLoughlin	<u>Present</u>
LT Governors:		Division 11 – Tom Sirridge	<u>Absent</u>
Division 2 - Rusty Thomas	<u>Absent</u>	Division 12 – Ryan Sturdy	<u>Present</u>
Division 3 – Carol Lydic	<u>Present</u>		

**3. Approval of or additions to the agenda** – Governor Jan Maxwell asked for any additions to the agenda, hearing none, she requested we proceed with the new business.

**4. New Business:**

**a. Board approval to exceed the authorized budget amount for line item 71210, Audit & Tax return.**

Treasurer Doug Clark is requesting permission to exceed the \$800 amount budgeted for this line item. The District Policies and Procedures require board approval to allow the treasurer to make payments exceeding the budgeted amount. Governor Jan requested that Doug explain the issue to the board. He explained that the fee to file the district 990 form increased by \$3.00 this year. This will cause the line item to exceed the budgeted amount by \$3.00. Governor-elect Rick Dickman motioned that the treasurer be authorized to exceed the budget amount for line item 71210. Carol Lydic 2nded the motion. No further discussion. Motion unanimously approved by a voice vote. Motion carried.

**b. Board approval to proceed with the Kansas Key Leader event scheduled for 1 to 3 June 2018 at Rock Springs Ranch.**

Governor Jan Maxwell reported that recent changes at Kiwanis International for the Key Leader Program require the District to take a more active role in the administration of this event. Board approval is need to proceed with the implementation for this program at the District level. She explained that a conference call was held with the Key Leader committee members and that they recommended that the district proceed with the event and that the cost would be set based upon the registration fees for last year. Immediate Past Governor Cynthia Bender motioned that the District proceed with hosting the Key Leader event this year. Shirley McLaughlin 2nded the motion. Doug Clark asked if anyone looked at the revenue and expenses involved in this event. Jim Germann explained that we looked at the amounts currently in the Key Leader account, donations and projected registrations fees for the event when determining the registration fees. We would need approximately 68 attendees to “break even” on the event. Hearing no further discussion, Governor Jan called for a vote on the motion. Motion unanimously approved via a voice vote. Motion carried. Governor Jan will inform Kiwanis International that we will be proceeding with the Key leader event.



# Kiwanis<sup>®</sup>

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**5. Adjournment** - Governor Jan called for a motion to adjourn the board meeting and continue with the scheduled conference call. Governor-elect Rick Dickman motioned that the meeting be adjourned. Carol Lydic 2nded the motion. No further discussion was presented. Motion unanimously approved by a voice vote. Meeting adjourned at 7:26 pm.



# Kiwanis®

Kiwanis International  
3636 Woodview Trace  
Indianapolis, IN 46268 USA  
[www.kiwanis.org](http://www.kiwanis.org)

December 21, 2017

Dear Kiwanis Leader,

For 2018, we plan to introduce some changes to the delivery of the Key Leader program that will give Kiwanis districts and clubs more control over the delivery of the program. At the same time this should simplify the administration of the program from the Kiwanis Youth Programs at Kiwanis International.

Over the last four weeks, we realized we were faced with a significant projected program deficit for the year ahead. We elected to pause any 2018 event decisions until we could conduct an in-depth analysis of the Key Leader program and its delivery, reviewing all expenses and cost drivers.

In our analysis, we found that only about a third of our events each year are attracting adequate attendee numbers to be financially viable. In addition, our internal overhead has grown to a point where too much burden is placed on the program. Further, we focused on opportunities for improvement around date and site selection practices, event pricing (along with currency exchange and fluctuation), simplified registration, the ability to work with local Kiwanis district and club foundations for underwriting, and coordination with local Key Club districts.

To address these issues and opportunities, beginning with events in February 2018, we will fully adopt the pricing model and structure we have piloted during the last few years, and we will establish practices that allow for more "localized" ownership of events.

Under this new model, rather than charging a per-person fee, pricing is set for the Key Leader program as a package that includes curriculum, materials and a facilitator. This allows the district or other event hosts the freedom to select date and location and to manage registration of the event, thus removing Kiwanis International from those roles. This follows the successful model that has been utilized for Key Club and Circle K district events since the inception of both programs.

With this new partnership model, we will be able to aggressively market to and pursue more non-Kiwanis event hosts, bringing in revenue that can go back into Kiwanis programs. Kiwanis event hosts will, of course, receive a significant discount over non-Kiwanis customers, and any district wishing to deliver three or more Key Leader events in a year will be eligible for an even greater discount.

Again, most importantly, this model will allow districts more control of their Key Leader event decisions, and *they* will benefit from any profit achieved. Along with more flexibility, the district has more ownership of the event delivery.

In addition, this is the perfect time for a reminder about the [Kiwanis Children's Fund district grant program](#) (which provides up to 15% of a district's total undesignated giving). This can be used to support a Key Leader event and is something you might consider as you look at your options. It is our hope that all eligible funds be utilized.

We know that the pause we initiated on November 20 has created some uncertainty among those districts planning events for early 2018, but we appreciate those constructive comments and forward-looking suggestions we've received from various district leaders and Key Leader volunteers.

We thank you in advance for your understanding and patience as we are working hard to ensure Key Leader continues to be the premier leadership program for high school students.

Best regards,

A handwritten signature in black ink, appearing to read 'SD Soderstrom', with a stylized flourish at the end.

Stan D. Soderstrom  
Executive Director

# KEY LEADER<sup>®</sup>

## 2017 Pilot District Delivery Model Guide

### FIRST STEPS—

- Submit official documentation of district acceptance of pilot plan to KI
- Process payment of pilot fee = US\$6000 per event-remit to KI Key Leader (\$2000 at time of booking with KI and \$4000 after event in fiscal year)
- Contract with event site for desired date with mandatory facilities and meals
- Create the registration process and obtain link to be posted by KI
- Submit site/date info and registration link to KI

*With the completion of all these steps, the pilot event will be listed, and the link will be activated on the Key Leader website.*

During its first 12 years, more than 590 Key Leader events have been successfully delivered throughout the United States, Canada, and 5 other countries. This life-changing experience for more than 29,300 students has been built with concern for safety at all times and high quality program delivery. With the acceptance of the pilot delivery program, increased responsibility will be shifted to the Kiwanis district and its volunteers to ensure those standards of safety, quality logistics preparation and execution. Kiwanis International will continue to provide the excellent program and related materials as well as the team of outstanding, trained and certified Lead Facilitators to deliver the curriculum. It is imperative that the district leadership pay strict attention to the stated standards. **The district's success in adhering to these standards will determine the district's continuation in this pilot program, perhaps even in the continuation of the district delivery model itself.**

**PRUDENCE**—*The careful good judgment that allows someone to avoid danger or risks.* The standards that have been developed over the years for Key leader events seek to ensure the safety of all participants at an event. Careful selection of the site for the event and exacting conversations with the site staff to reserve all that is needed is imperative. During the event, the district leadership needs to always be aware of the great potential for harm in a natural camp setting, or even in another meeting setting, with a large group of active students. Effective supervision needs to be maintained at every moment, especially when the group is not involved in structured activities. All we have sought to achieve at Key Leader events can be negated by a serious accident that could have been prevented through the exact following of

safety standards, both those of the site and those of Key Leader. The Kiwanis Youth Protection Guidelines must be followed in all its aspects.

**LOGISTICS**—The pilot delivery program requires the district to assume most of the logistics that lead to a successful event, including:

- event site contracts and coordination
- registration system development and maintenance
- recruitment of student participants, student facilitators, and adult chaperones
- creation of housing and neighborhood lists prior to the event
- volunteer recruitment, training and supervision
- timely submission of adult volunteer list to KI to enable background checks to be run on all adults in attendance at the event (4-6 weeks prior to an event)
- insurance provision to cover the event
- distribution, completion and retention of all forms required by KI and the event site
- No return of supplies to IGL—use them for promotion of program (new in 2017!!!)
- return of event paperwork to KI as detailed below
- maintenance of permanent event supplies (banners, posters, directional signs, first aid kits, student facilitator bags) that are the property of KI and stationed in the district
- acquisition of all other event supplies, as detailed below

The Key Leader training manual, entitled “Event Information and Logistics” (which district leaders have already received) should be consulted for guidance in all these areas with the understanding that the District has now completely assumed all the above-mentioned logistics functions. (If additional copies of this manual are needed, or if you want it electronically, please contact the Key Leader staff.) Special considerations for some areas of this list are detailed below-

**EVENT SITE**—Most of the events are still being held at camps. It is best to have ONE volunteer be the contact with the camp. All the details need to be worked out, and the contract needs to be signed by the district. Remember to contract for all the facility needs, including:

- appropriate space for main group presentation with comfortable chairs
- space for all the neighborhoods to meet around tables
- functioning LCD projector with large screen
- functioning sound system with microphones
- appropriate meals and meal times
- appropriate sleeping rooms with provision for chaperones
- private sleeping and bathroom space for Lead Facilitator away from students
- challenge/team-building activities for Saturday afternoon from 1:30-5:30 by site staff.

Everything that is needed should be spelled out in the contract which will also provide details of deposit and payment procedures that must be followed by the contract entity in the district. Most event sites require a certificate of insurance that should be obtained by the district. Many sites also require a release form for their challenge activities which is in addition to the KI forms for medical information and community values. (KL Forms on the website can be downloaded for use by the district.) KI is not responsible for any aspect of this contract process for the pilot delivery events.

**REGISTRATION SYSTEM**—Each event will need a registration system that gathers individual information, including name, address, age, grade, school, parent’s contact, health or dietary concerns. There also needs to be a system to handle payment for the event through checks or credit cards from families or clubs. Registration needs to be processed for students, student facilitators, and adults. The registration system or another computer system must be able to create housing and neighborhood lists by Thursday night before an event. **A copy of the registration list needs to be sent to KI after the event. It should include all the students’ name, grade, Key Club/non-Key Club, and e-mail address.**

**EVENT NUMBERS**-- It is the educational goal that student participants should not exceed 70 unless prior arrangements have been made with KI. Each event needs sufficient student facilitators to divide the participants into groups of 7-8 each. Larger neighborhood groups are not conducive to the group process that is sought in a successful Key Leader event. The questions used for the selection of student facilitators are available on the website. The plan is still to have a 2 pm meeting on Friday with the Lead Facilitator and all student facilitators. The basic adult ratio is 1 adult per 10 students in a gender ratio equal to the genders of students present.

**LEAD FACILITATOR**—The assignment of Lead Facilitators will be handled by KI staff. Request for a particular Lead Facilitator can be made by the District Chair, but will not be guaranteed. All events will be notified of their Lead once they are contracted by KI. The district should be in touch with the Lead to handle all logistics questions regarding the event. Payment to the Lead will be handled by KI, which includes their air transportation to the event. If the Lead Facilitator can stay at the event site on Thursday night that is best, but otherwise, KI will cover the lodging the night before the event. The district team will need to arrange transportation from the airport to the site on Thursday night/Friday morning and back again on Sunday. There will generally not be a Key Leader staff person at the pilot delivery events.

Again, most importantly, this model will allow districts more control of their Key Leader event decisions, and *they* will benefit from any profit achieved. Along with more flexibility, the district has more ownership of the event delivery.

In addition, this is the perfect time for a reminder about the [Kiwanis Children's Fund district grant program](#) (which provides up to 15% of a district's total undesignated giving). This can be used to support a Key Leader event and is something you might consider as you look at your options. It is our hope that all eligible funds be utilized.

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We thank you in advance for your understanding and patience as we are working hard to ensure Key Leader continues to be the premier leadership program for high school students.

Best regards,

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Stan D. Soderstrom  
Executive Director

# Rock Springs 4-H Center Group Contract

1168 K-157 Highway - Junction City, KS 66441

Phone (785) 257-3221 - Fax (785) 257-3304

Email: administration@rocksprings.net Website: www.rocksprings.net

## ORGANIZATION INFO

Name **Kiwanis**  
 Address **3636 Woodview Trace**  
 City / State / Zip **Indianapolis, IN 46268**  
 Group Leader **Dick Peterson**  
 E-mail **dpeterson@kiwanis.org**

## GROUP INFO

Reservation # **2870**  
 Group Name **Kiwanis Key Leader 2018**  
 Phone  
 Work Phone **316-217-6124**  
 Type **Service Organizations**

## DATES

Arrival **Jun 01, 2018** Time **1:00 pm** Departure **Jun 03, 2018** Time **12:00 pm**

Check-in for housing is after 4pm on the first day of your reservation. Check-out of housing is by 11am on the final day of your reservation.

## GUESTS

Expected Attendance: **80**

## RESERVATIONS

	Starting	Ending	Comments
KCW Upper Room 1	Jun 1	Jun 2	
KCW Upper Room 2	Jun 1	Jun 2	
All Hilltop Cabins	Jun 1	Jun 2	
Swimming (RS)	Jun 1, 1:00 pm	Jun 3, 12:00 pm	
Disc Golf	Jun 1, 1:00 pm	Jun 3, 12:00 pm	
Volleyball	Jun 1, 1:00 pm	Jun 3, 12:00 pm	
Basketball	Jun 1, 1:00 pm	Jun 3, 12:00 pm	
All Lower Heritage Hall	Jun 1, 1:00 pm	Jun 3, 12:00 pm	
Leadership Adventure Course	Jun 2, 1:45 pm	Jun 2, 4:00 pm	1 Group with 4 instructors
Council Circle	Jun 2, 10:00 pm	Jun 2, 12:00 pm	Campfire

## SPECIAL REQUESTS / MEALS

Special Requests

First Meal **Dinner 6/1/18** Last Meal **Full Breakfast 6/3/18**

## FINANCIAL INFORMATION

Please sign and return this form with a deposit of **\$2,472.86** by **July 24, 2017** to confirm your reservation. You may decrease your expected guest count until **August 13, 2017** without penalty.

You acknowledge and agree that you are responsible to pay for the guaranteed minimum, **\$8,902.31** or the actual fee, whichever is greater.

## TERMS & CONDITIONS

- Please contact Rock Springs before accepting registrations above your expected attendance. We cannot guarantee the availability of more housing or meeting space should your numbers increase. Housing and venue assignments are made at the time of your reservation. If you find it necessary to make adjustments to the number of guests, this may result in changes to housing and meeting areas, but will not change fees unless numbers increase.
- A final guest count is required on **May 18, 2018**.
- If your event is exempt from paying sales tax include a copy of your State of Kansas Sales Tax Exemption with the contract and deposit. Tax will be applied if payments are made by personal account (check or credit card) or cash.

# Rock Springs 4-H Center Group Contract

1168 K-157 Highway - Junction City, KS 66441

Phone (785) 257-3221 - Fax (785) 257-3304

Email: [administration@rocksprings.net](mailto:administration@rocksprings.net) Website: [www.rocksprings.net](http://www.rocksprings.net)

- **Any unpaid balance is due upon arrival.** Interest at a rate of 1.25% per month, compounded daily, will accrue on any balance not paid prior to your departure.
- Prior to your arrival date, organizations should provide Rock Springs with a certificate of liability insurance coverage listing "Rock Springs 4-H Center / Kansas 4-H Foundation" as an additionally insured entity for the duration of their stay. Organizations without liability insurance, and all other parties, are encouraged to purchase single event coverage and provide Rock Springs with proof of purchase.
- Group coordinators are responsible for youth attending camps, conferences, retreats, or other events without a parent or guardian in attendance. In the event of an injury, they are expected to make decisions regarding transportation and treatment, and provide transportation and supervision for off-site treatment. Note, Rock Springs reserves the right to overrule said decisions in life threatening situations, should staff deem it necessary for the welfare of the youth involved.
- Alcoholic beverages are not sold or served by Rock Springs, and are prohibited without prior approval. Rock Springs is a **tobacco free facility**. The use of tobacco products and e-cigarettes are not allowed at Rock Springs.
- Pets or domestic animals are not allowed at Rock Springs. Please notify Rock Springs in advance, in writing, of any guest bringing a service animal.
- All guests are required to wear the provided wristband while on Rock Springs property so they can be easily identified as such. All guest vehicles remaining on site during your stay are required to display a Rock Springs parking pass.

## **CANCELLATION/POSTPONEMENT POLICIES**

- Deposits are non-refundable unless cancellations are made before August 13, 2017.
- If your group cancels on or after March 3, 2018 you are responsible for 100% of the guaranteed minimum.
- If you postpone your event because of significant weather issues which could be dangerous for your participants, you are responsible only for costs incurred by Rock Springs up to the point of postponement. If you reschedule the same event you must rebook within 30 days of postponement with the same number of guests. The rescheduled event must take place within six months of the original dates and your deposit will be transferred to the rescheduled reservation.
- Should you decide to cancel or postpone your event, please contact us immediately.
- **This reservation will be canceled if Rock Springs has not received this signed contract and deposit by July 24, 2017.**

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I have read and agree to the terms & conditions and cancellation/postponement policies above and wish to confirm the date and accommodations requested. I am authorized to sign this contract and bind Kiwanis to the stated terms.

Signed: 

Date: 7/19/17

Print Name: RICHARD D. PETERSON

Title: PROGRAM MANAGER



## ESTIMATE

July 14, 2017

Reservation #2870

Kiwanis  
Dick Peterson  
3636 Woodview Trace  
Indianapolis IN 46268  
USA

## Charges

Kiwanis Key Leader 2018: 6/1/2018 to 6/3/2018

Date	Description	Quantity	Unit Price	Subtotal	Sales Tax	Total
06-01-18	Camp 13 years & older (5 meals 2 nights)	78	\$110.00	\$8,580.00	\$664.95	\$9,244.95
06-01-18	Retreat 13 years & older (1 person per room) (5 meals 2 nights)	2	\$300.00	\$600.00	\$46.50	\$646.50
				\$9,180.00	\$711.45	\$9,891.45

## Payments

<b>Estimated Charges</b>	<b>\$9,891.45</b>
<b>Payments:</b>	<b>\$0.00</b>
<b>Postdated Payments:</b>	<b>\$0.00</b>
<b>Estimated Due:</b>	<b>\$9,891.45</b>

Please make checks payable to:  
Rock Springs 4-H Center, 1168 Highway K157, Junction City, KS 66441  
Phone: 785-257-3221 \* Fax: 785-257-3304 \* Email: [administration@rocksprings.net](mailto:administration@rocksprings.net)

Rock Springs 4-H Center is a project of the Kansas 4-H Foundation

# ROCK SPRINGS

4-H CENTER

1168 K-157 Highway  
Junction City, Kansas 66441-7859  
(785) 257-3221 • Fax 785-257-3304  
administration@rocksprings.net  
www.rocksprings.net

August 6, 2017

Kiwanis Key Leader 2018  
Dick Peterson  
3636 Woodview Trace  
Indianapolis IN 46268

Dear Dick,

It won't be long before you will be here enjoying the unique facilities we have to offer at Rock Springs 4-H Center.

We want to thank you for choosing our center for your event and are looking forward to your visit.

Below is a receipt for your deposit.

Please note, payment for the remainder of the balance will be due prior to your departure from our facilities. If you have questions or need assistance with finalizing your plans please feel free to call.

Sincerely,



Jennie Coup  
Business Manager  
Scheduling Coordinator

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Check Number: 0000081945

Received From: Kiwanis Key Leader 2018

Date Received: 7/31/2017

Amount Received: \$2,472.86 based on attendance number of 80

For Dates: 6/1/2018-6/3/2018

Invoice Number: 2870

