

MINNESOTA-DAKOTAS KIWANIS DISTRICT BOARD OF TRUSTEES  
“MINUTES”

Tri-K Winter Board Meeting  
January 15 & 16, 2010  
Bigwood Convention Center, Fergus Falls, MN

Bruce Klair, Governor\*\* (\*\* District Kiwanis Board of Trustees voting members)  
Lowell Disrud, Governor Elect\*\*  
Bill Lardy, Immediate Past Governor\*\*  
Steve Handegaard, Secretary/Treasurer\*\*

Lt. Governors 2009-2010 \*\*

Susie Kapelovitz	Region 1
Roger Willers	Region 2 (Saturday only)
Scott Mescher	Region 3
Sharon Scudder	Region 4
Lyle Terveen	Region 5
Mary Lou Drahota	Region 6
Denis Cornell	Region 7

Lt. Governors Elect 2009-2010

David Roehl	Region 2
Patricia Peterson	Region 3
Leo Schatz	Region 5
Dawn Fairbrother	Region 6
Barbara Winfield	Region 7

Colleen Hyde	Administration Director
Larry Rittgarn	Education Director
Coralyn Dahl	Service Director
Vickie Walters	Membership/New Club Bldg Director

Pat & Larry Rittgarn	District Convention Co-Directors
Jack Zierdt	District Education Foundation
E. Charles Schroder	District Chair - Kiwanis International Foundation

David Fairbrother	K-Kids Administrator
Ann Backes Dodge	Circle K Administrator
Jodi Piekarski	Circle K Asst. Administrator
Daardi Sizemore	Circle K Asst.
Kacy Haatvedt	Circle K Governor
Mary Beth Townsend	Key Club Administrator
Natalie Sitter	Key Club Governor
Gary Munyer	Builders Club Administrator
Stephanie Ursini	Area Director, Kiwanis International
Mary Sieling	Assistant Service Director
Key Club Board Members	
Circle K Board Members	

- Following dinner the meeting was called to order at 7:10 p.m., Friday, January 15 by Governor Bruce Klair.
- Flag pledge led by Bruce Klair.
- Invocation by Lowell Disrud, Governor Elect
- Minutes of the July 31, 2009 and August 2, 2009 Board meetings were submitted for approval. Lyle Terveen indicated that he did attend the meeting, but was not listed in the minutes. Correction was noted. Susie Kapelovitz moved to approve the minutes as corrected. Motion was seconded and carried.
- District Secretary/Treasurer Report - Steve Handegaard:
  - An updated financial summary of the district budget, income and expenses to date was distributed and discussed. Steve reported that our budget is in good shape for this year, but if we continue to have membership decreases income will obviously decline in the future and budget adjustments will need to be made.
  - Steve reviewed the Lt. Governor related budgets and expense reimbursement policy.
  - The annual audit of the district treasury was recently conducted by the Westberg Eischens, PLLP of Willmar. A copy of the audit report was distributed to members of the Board of Trustees.
  - Lt. Governors were reminded of the importance of encouraging clubs to donate to the District Outreach fund. Summary of funds collected to date was distributed.
- District Service Director Report- Coralyn Dahl
  - Reviewed the very successful service project conducted at the 2009 District Convention. Toys, games and other equipment were collected for Joy Ranch Camp.
  - Coralyn shared an update on her health condition and indicated that she thought it best that she resign as District Service Director at this time so that a replacement could be selected before District Convention. Governor Bruce suggested that we appoint an assistant to Coralyn. Coralyn said that she would need to evaluate that offer.
  - Coralyn shared her thanks and appreciation to all her friends in Kiwanis. A standing ovation followed.
- Director of Education/CLE Report – Larry Rittgarn
  - Continue to encourage participation in Kiwanis webinars. Encourage clubs to get small groups of members together to view webinars and follow-up with discussion.
  - Each region will be attempting to create plans to complete Club Success workshops in at least 40% of their clubs.
  - Certified instructors are available for CLE and other types of educational programs. Current certified instructors are: Region 1- Bill Lardy; Region 2- Pat and Larry Rittgarn; Region 3- Joe Hesch & Coralyn Dahl; Region 4- Kathleen Van Horn; Region 5- Vickie Walters; Region 6- Loreena Ennenga Luetgers; and Region 7- Bob Nowicki & Paul Redlinger. The year we will be seeking one or two additional instructors.
  - CLE sessions will be scheduled around the district. This year we will probably be combining some regions where location will allow club leaders the opportunity to be with clubs from outside of their region. Sessions will be scheduled later in the summer than in the past, due to some material changes plus the need to get away from busy weekends in May when there is so much going on with graduations, etc.
- Lt. Governor Region Reports – Each Lt. Governor gave an update on activities and membership growth progress in their region.
  - Region 7 – Denis Cornell
  - Region 6 – Mary Lou Drahota

- Region 5 – Lyle Terveen
  - Region 1 – Susie Kapelovitz
  - Region 3 – Scott Mescher
  - Region 4 – Sherry Scudder
- District Educational Foundation Report – Jack Zierdt, District Foundation Sec/Treas
    - Scholarship applications due to Jack by January 22.
    - Explained the scholarship selection process and who judges the applications.
    - A total of 55 scholarships plus the 4 matching from Kiwanis International will be available. 40 of the scholarships are designated to specific high schools.
    - District Scholarships will be in the amount of \$750.
    - Stressed the importance of reminding clubs to donate to Outreach, District Foundation and the Kiwanis International Foundation. Donations are down in most areas.
  - Kiwanis International Foundation Report - Chuck Schroder
    - Chuck extended greetings from the Kiwanis International Foundation.
    - Distributed a summary of Annual Club Gift Campaign donations. \$14,000 was donated at this time last year, this year we are at \$5900. Last year the final total was over \$25,000.
    - Discussed the 6 matching scholarships available from Kiwanis International for Key Club and Circle K and how they will be funded from the district. The District Foundation matches four and the Past District Officers will match the fifth scholarship. One matching scholarship still needs district financial funding.
    - Plans are in place to have another “in-house” raffle and auction at the District Convention. Donations for raffle and auction items will be accepted.
    - Chuck indicated that he will be meeting with each Lt. Governor individually.
    - A goal is for clubs to donate \$5.00 per member.
  - Meeting recessed at 9:42 p.m.
  - Governor Bruce reconvened the District Board Meeting at 8:22 a.m., Saturday, January 16.
  - Roger Willers reported on Region 2 activities.
  - District Circle K Report
    - Ann Backes Dodge, District Circle K Administrator, introduced other Circle K Administrators and officers in attendance.
    - District Circle K Convention will be held March 5-7 in Grand Rapids.
    - Ann reminded the board that club donations to the District Foundation are very important to help fund the matching scholarships from Kiwanis International.
    - Jodi Piekarski, Assistant Administrator, presented a Circle K financial report and budget summary.
    - Kacy Haatvedt, Circle K Governor, introduced the board members present. They are making plans for the District Circle K Convention. The Circle K Extravaganza will be held on the evening of March 6. Registrations will be due February 15. Everyone is welcome.
    - Kacy indicated that Circle K had an increase of 50 members from the previous year and one new club was activated.
    - International member dues have been changed to a club fee.
    - Currently MNDK Circle K has \$5 dues. The Circle K board is proposing an increase to \$8.00 per member. That will be considered at their District Convention.
    - Thanked everyone for their support of Circle K.
  - District Key Club Report
    - Mary Beth Townsend, Key Club Administrator, reported that 66 clubs paid last year. Dues are still coming in for this year so final number is not yet confirmed.

- Shared list of Key Clubs and their sponsors.
  - Reviewed District Key Club budget submitted by Ben Thurnau, Assistant Administrator.
  - District Key Club Convention will be held April 16-18 in Willmar, MN. It has been some time since the convention registration fee has been increased, so an increase is seriously being considered.
  - In recent years the Key Club board has met the week prior to the Tri-K board meeting to work on district convention planning. In the future they plan to do all of their planning at the Tri-K Board meeting.
  - Natalie Sitter, District Key Club Governor, invited all Kiwanis members and clubs to attend the District Key Club Convention. All Kiwanis clubs will receive a postcard and email reminder. Scott Greenberg from California will be the keynote speaker and also facilitate leadership workshops.
  - Currently the District Key Club Board has all positions filled.
- Governor Bruce announced that Coralyn Dahl has agreed to stay on as District Service Director and Mary Sieling has been appointed Assistant District Service Director.
- K-Kids Report – David Fairbrother
    - Discussed the important of Service Leadership programs and how they fit into the Kiwanis family.
    - Discussed K-Kids – 19 clubs in MNDK. Goal 3 new clubs.
    - Reviewed BUGS and Terrific Kids programs.
    - Costs \$150 per year for a club.
    - Club can earn Distinguished Club points for starting a new SLP.
- Aktion Club Report
    - Governor Bruce reported that Larry Sonnek, District Aktion Club Administrator was not able to attend.
    - There is reported to be significant interest in chartering new Aktion Clubs. Among others, interest has been expressed in St. Peter, Fergus Falls, Sioux Falls, and Dickinson.
    - Fargo-Moorhead Aktion Club is the largest in Kiwanis International with 155 members.
- Builders Club Report – Gary Munyer
    - Governor Bruce introduced Gary as the new District Builders Club Administrator. Gary is currently the Vice-President of the Yankton Kiwanis Club and the manager of the JCPenny store in Yankton.
    - Gary reported that 3 new clubs have been built recently- Yankton in Boys and Girls Club; Rochester in Boys and Girls Club and Rapid City in a middle school.
    - Boys and Girls Clubs are very open to cooperation. Gary indicated that he can assist with making connections. He will send list of established Boys and Girls Clubs in our district.
    - Goal for this year: Each region starts at least one new Builders Club. (Regions 4, 5, and 7 have already completed that goal.)
- New Club Building/Membership
    - Vickie Walters, District Membership and New Club Building Director and Stephanie Ursini, Kiwanis International Area Director presented information and led discussion on:
      - Growth Opportunities- Regions were asked to complete the “Growth Planning Assessment” worksheet.
      - Developing a plan for new club building- who are the new club builders and who are the new club counselors?
      - Site surveys.
      - Community Analysis.
      - Membership Drives
      - Club Satellites

- Cooperate Memberships
  - Keys 1-2-3
  - Achieving Club Excellence
  - Service to promote membership growth.
  - Giving to promote membership growth.
  - Educational opportunities to promote membership growth.
- District Administration Director Report – Colleen Hyde
  - Reviewed the Newsletter and Brochure Contest
    - Great participation last year.
    - Since a few newsletters are winning consistently every year, plans to ask all first place winners to sit out for a year. Discussion followed with numerous other suggestions.
    - Colleen asked for recommendation on patches. Group suggested that Lt. Governors help to distribute patches at some time after the District Convention.
    - Discussed preliminary plans for a club website contest. Many things would need clarification, such as: who would judge/monitor the websites and what the criteria are. In addition, websites would need to be monitored over time for timeliness and updates. Regions would need to be on the bandwagon to make this work.
    - Reminded Lt. Governors to involve Regional Directors.
- District Secretary/Treasurer Report – Steve Handegaard
  - Reminded the district board that we take out the optional “Directors and Officers Liability Insurance Policy”. This includes the Kiwanis, Circle K and Key Club boards. Promptly report any claims or potential situations that could lead to legal action against the organization.
  - Lt. Governor Club visit report schedule was distributed and discussed. Lt. Governors need to make 3 official visits to each club during the year and submit the club visit report by the respective deadline.
  - Lt. Governors were reminded to monitor the online monthly club reports. Some of the new features available to Lt. Governors were explained.
  - All district leaders were reminded that they should be submitting articles to the MINNEKOTAN and the website. A handout with guidelines for submitting articles was distributed.
- Distinguished Clubs for 2008-2009 – Bill Lardy
  - Bill announced that 29 clubs have qualified for the 2008-2009 Distinguished Club Award. That number is significantly higher than previous years. Governor Bruce, Immediate Past Governor Bill and Governor Elect Lowell plan to present the awards at as many club meetings as schedules will allow. Lt. Governors will also be asked to present the awards to the remaining clubs.
- Bylaw Amendment- Steve Handegaard
  - Steve reported that we must amend our District Bylaws to be in line with the amendment that was passed last summer by the House of Delegates at the 2009 Kiwanis International Convention in Nashville. The amendment moves dues billing to October 1<sup>st</sup> for all clubs. Even though it is already approved, we must go through the formality of making the respective changes in our district bylaws. Steve presented the proposed amendment- (See Attachment #1). The wording of the amendment has been reviewed and given preliminary approval by Kiwanis International staff.
  - Scott Mescher moved that the proposed amendment (see Attachment #1) be presented to the District House of Delegates at the 2010 District Convention in Fargo, North Dakota. Motion seconded by Susie Kapelovitz and unanimously approved.

- Ann Backes Dodge, Circle K Administrator asked for volunteers to help judge the annual Circle K Awards.
- Status of 2010-2011 Lt. Governor Elects
  - Governor Bruce and Lowell Disrud reminded the board that we need the names of Lt. Governors Elect- 2010-2011 soon.
  - The 2010-2011 Lt. Governors, Immediate Past and Lt. Governors Elect will need to attend the Lt. Governor Education Conference, April 30-May 2 in Fergus Falls.
  - Current Lt. Governor teams are responsible for getting names of new Lt. Governors Elect to the District Office and Lowell Disrud by March 15.
- District Convention 2010 - Larry and Pat Rittgarn, Convention Co-Directors
  - The Executive Committee met with Convention directors prior to Tri-K board meeting to review schedule, speakers, and forums.
  - The 2010 District Convention will be held August 13-15 at the Doublewood Inn in Fargo, ND. District board related events will begin on Thursday evening, August 12.
  - The theme will be “Kiwaniis Rocks!”
  - Registration will increase by \$10.00 to \$110.00. It has been a number of years since we have had an increase in the registration fee. Most of the registration fee goes towards meals.
- Future District Convention Site Selection - Larry and Pat Rittgarn, Convention Co-Directors
  - Future district conventions have previously been confirmed for:
    - 2010 - Fargo
    - 2011 - Sioux Falls
    - 2012 - St. Cloud
  - Bids have been received from the Kahler Grand Hotel in Rochester, MN and the Ramkota Hotel in Aberdeen, SD for the 2013 District Convention. The advantages/disadvantages, room rates, meal costs, meeting room cost, etc were discussed.
  - The district board was asked to select the location of the 2013 District Convention. Bruce asked the eleven voting members to raise their hands in favor of Rochester or Aberdeen as the location for 2013. Eight members voted for Aberdeen and 3 voted for Rochester. The board recommended Aberdeen as the location for 2013 and general consensus was that consideration be given to Rochester for the following year.
- Governor Bruce Closing Comments
  - International President Official Visit Plans- Our district will host Kiwanis International President Paul Palazzolo on April 10 in Mankato, MN. This is the same day as Kiwanis One Day so a special community service project will be conducted with Kids Against Hunger as part of the official visit. More information will be mailed and also included in the MINNEKOTAN. All clubs and members will be encouraged to attend.
  - New Club Building- Bruce reminded Lt. Governors of the goal of 7 new clubs for the year.
  - Regional Star Award- Bruce and Bill Lardy explained the process for selecting regional star winners. Bruce will send Lt. Governors the guidelines for the award. Lt. Governors should submit the names of regional winners to the Governor by no later than June 1<sup>st</sup>. Recipients of the award should be notified in advance so that they can plan to attend the district convention.
- Meeting Adjourned – 2:50 p.m.

Respectfully submitted,  
 Stephen K. Handegaard  
 District Secretary/Treasurer  
 Minnesota-Dakotas Kiwanis District  
 January 18, 2010

Attachment

**ATTACHMENT #1**

Minnesota-Dakotas District Bylaws  
-Amendment to Move Dues Billing to October 1 for all Clubs.-  
(Amendment updates District Bylaws to reflect amendment approved at the House of Delegates  
at 2009 International Convention.)

(EFFECTIVE DATE: OCTOBER 1, 2010)

ARTICLE XIII

REVENUE

Sec. 1. Each member club shall pay to the district for each of its members, with the exception of honorary members, the sum of thirty dollars (\$30.00) per annum as dues, such amount to include all district charges, other than the new member processing fee and the registration fees paid by those in attendance at district conventions or conferences. ~~such~~ The total amount to be payable in one installment due shall be due annually on October 1, and payable according to the club's organization date not later than sixty (60) days thereafter, and shall is to be based upon the club's annual membership report to Kiwanis International as of September 30.

*(note: dues amount amended 8/05/06)*

PROVISO: Between October 1, 2010, and October 1, 2012:

- For clubs organized between September 1 and December 31:
  - For the year 2010-11, payment shall be based on the club roster as of September 30, 2010, and shall be due October 1, 2010, and payable no later than November 30, 2010.
- For clubs organized between January 1 and April 30:
  - For the year 2010-11, payment shall be based on the club roster as of Sept. 30, 2010, and shall be due December 1, 2010, and payable no later than January 31, 2011;
  - For the year 2011-12, payment shall be based on the club roster as of September 30, 2011, and shall be due October 1, 2011, and payable no later than November 30, 2011.
- For clubs organized between May 1 and August 31:
  - For the year 2010-11, payment shall be based on the club roster as of Sept. 30, 2010, and shall be due February 1, 2011, and payable no later than March 31, 2011;
  - For the year 2011-12, payment shall be based on the club roster as of Sept. 30, 2011, and shall be due December 1, 2011, and payable no later than January 31, 2012;
  - For the year 2012-13, payment shall be based on the club roster as of September 30, 2012, and shall be due October 1, 2012, and payable no later than November 30, 2012.

Sec. 2. ~~The dues to be paid to the district by any new club admitted to membership during any fiscal year, shall be pro-rated according to the unexpired portion of the fiscal year in which said club was chartered.~~

Sec. 3. No financial obligation other than the ~~annual dues, herein provided,~~ revenues provided in this Article shall be placed upon the clubs by the district and no voluntary contribution for any district activity shall be requested of all clubs by the district, except by a two-thirds (2/3) vote of the delegates at a convention or by a two-thirds (2/3) vote upon a referendum submitted to all clubs of the district, and with the approval of the Board of Trustees of Kiwanis International.

Sec. 4. A New Member Processing Fee of \$5.00 shall be charged for each new club member to defray the office administrative costs. The processing fee is waived for charter members of new Kiwanis Clubs; honorary members; members who, within a six-month period, join another Kiwanis club; and Circle K members who join a Kiwanis Club ~~within six months after graduation~~. A processing fee is owed by a club and not waived when a member who has been deleted is then added by the same club, except when annual dues have been paid for that member for the annual period in which the member rejoins.