

MINNESOTA-DAKOTAS KIWANIS DISTRICT BOARD OF TRUSTEES
“MINUTES”

Tri-K Winter Board Meeting
January 14 & 15, 2011
Bigwood Convention Center, Fergus Falls, MN

Members and Guests Present:

Lowell Disrud, Governor** (** District Kiwanis Board of Trustees voting members)

Denis Cornell, Governor Elect**

Bruce Klair, Immediate Past Governor**

Steve Handegaard, Secretary/Treasurer**

Lt. Governors 2010-2011 **

David Roehl Region 2

Joe Hesch Region 3

Leo Schatz Region 5

Barbara Winfield Region 7

Lt. Governors Elect 2010-2011

Doug Wolf Region 1

David Odette Region 2

Betz Tepley Region 3

Don Felmlee Region 7

Colleen Hyde Administration Director
Loreena Luetgers Education Director
Mary Sieling Service Director
Bruce Klair New Club Building Director
Sharon Scudder Membership Director
Vickie Walters Together Achieving Growth-PR Chair
Matthew Schuweiler Circle K Administrator Designate
Daardi Sizemore Circle K Asst. Administrator
Matt Nistler Circle K Governor
Mary Beth Townsend Key Club Administrator
Christina Nystrom Key Club Governor
Shelly Thurnau Key Club Assistant
Larry Sonnek Aktion Club Administrator
E. Charles Schroder District Chair - Kiwanis International Foundation
Oscar Knight Kiwanis International Trustee Counselor
Stewart Ross Kiwanis International Trustee
Key Club Board Members
Circle K Board Members

- Following dinner the meeting was called to order at 7:10 p.m., Friday, January 14 by Governor Lowell Disrud.
- Flag pledge led by Governor Lowell.
- Invocation by Denis Cornell, Governor Elect
- Matt Nistler, Circle K Governor invited board members and any other Kiwanians and friends to join them as they celebrate their 50th Annual District Convention. The convention will be held March 4-6, 2011 in Fargo, ND.
- Minutes of the August 13, 2010 board meeting, August 14 House of Delegates session and August 15, 2010 board meeting were submitted for approval. Governor Lowell indicated that Bruce Klair's name was noted as presenting the proposed budget at the August 15 board meeting. Bruce's name should be replaced by "Lowell Disrud". Correction was noted. Leo Schatz moved to approve the minutes as corrected. Motion was seconded David Roehl 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.
 - 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.
 - Current membership summary was distributed and discussed.
- Director of Service Report – Mary Sieling
 - Encouraged Lt. Governors to have service project at Regional Governor's Conferences.
 - Still looking for ideas for District Convention Service Project.
 - Mary will be attending Young Children Priority One Conference in Indianapolis.
 - Kiwanis One Day is scheduled for April 12.
- Director of Education/CLE Report- Loreena Luetgers
 - Reviewed and discussed the changes related to CLE instructor selection and training.
 - Loreena presented a proposal to hold a District CLE instructor training in the next couple of months. The estimated cost of holding the training is \$5000. Loreena also suggested that we apply for the matching grant available from Kiwanis International. Barb Winfield moved to approve the CLE Instructor training to be held in Fergus Falls with application being made to Kiwanis International for matching funds. Seconded by David Roehl. Motion carried.
- Lt. Governor Region Reports – Lt. Governors gave an update on activities and membership growth progress in their regions:
 - Region 1 – Doug Wolf
 - Region 2 – David Roehl, David Odette, Colleen Hyde
 - Region 3 – Joe Hesch
 - Region 4 – Sharon Scudder

- Region 5 – Leo Schatz
 - Region 6 – (Lt. Governors not present)
 - Region 7 – Barb Winfield, Don Felmlee, Denis Cornell
- MN-DAK Educational Foundation Report - Jack Zierdt was not able to attend, but shared a written report.
- Kiwanis International Foundation – Chuck Schroder, District Chair
 - Annual Club Gift campaign goal is \$5 per member.
 - Donations also benefit our district in many ways including matching scholarships and 5% return that has been used for honors booklet and reception at district convention.
 - Clubs and members should also donate to ELIMINATE through the Kiwanis International Foundation.
 - Another in-house raffle will be conducted at the District Convention to raise funds for the KI Foundation. Anyone wishing to donate raffle items should contact Chuck.
- Meeting recessed at 9:25 p.m.
- Meeting reconvened at 8:25 a.m., Saturday, January 15, 2011.
- District Circle K Report – Daardi Sizemore and Matt Nistler
 - Currently 8 clubs in district. One more to be chartered soon in Spearfish.
 - Last summer 11 members attended International Circle K Convention.
 - Fall Leadership Training Conference- 35 members attended with 45 total attendance.
 - 50th Circle K District Convention will be held March 4-6, 2011 in Fargo, ND. Kiwanis Family Extravaganza will be held that Saturday evening. Donations are needed for silent auction items.
 - Matt Nistler asked if the Kiwanis Board would consider a mentorship program with Circle K students. Kiwanians in careers related to a CK student's field of study would be matched together. Governor Lowell indicated that he would receive the names of CK students and see that they get matched with the appropriate mentor.
 - Daardi Sizemore asked the board if it would be OK to change the Circle K fiscal year from April 1-March 31 to May 1- April 30. Not sure when or why the fiscal year may have changed previously, but District Policies and Procedures state that the fiscal year should be May 1st to April 30th. Since the change is simply bringing the fiscal year in line with the dates already mentioned in the District Policies and Procedures the board felt no action was needed and that Circle K should just go ahead with the change.
 - Matthew Schuweiler was introduced. Matthew will be taking the position of District Circle K Administrator when Ann Backes Dodge steps down at the end of the CK year.
- District Key Club Report – Mary Beth Townsend and Christina Nystrom
 - Mary Beth indicated that she is willing to stay on for another year.
 - Key Club is planning to re-invent their Fall Rally. Rather than just one district wide event they intend to do multiple regional level events.
 - They are thinking about changing their Key Club divisions/regions to geographically match the district Kiwanis regions.
 - Key Club board is discussing the possibility of a district dues increase.
- Aktion Club Report – Larry Sonnek
 - 14 clubs currently active.

- Four new clubs chartered since 9-08-10 Bismarck-Mandan, Vikingland, Alexandria, and Sturgis.
 - Larry requested that Lt. Governors give him the name of at least one club in each region that might be interested in sponsoring a new Aktion Club. Larry will follow-up with these clubs to determine interest.
- Builders Club Report- Governor Lowell announced that he had just received a resignation letter effective immediately from Gary Munyer.
- Director of New Club Building Report – Bruce Klair
 - Reported that no new clubs were built to charter strength this past year.
 - Possible sites of new clubs: Bottineau, Fargo-Moorhead, Bemidji, Boxelder/Belle Fourche, Tea, Marshall, Champlain, and Apple Valley.
 - Requested names of people in each region that are interested in building new clubs.
- Director of Membership Report – Sharon Scudder
 - Explained the KI member interest referral process.
 - Sharon is available to present at clubs or regional meetings- “How to Create a Membership Committee.”
- Together Achieving Growth Report – Vickie Walters
 - Everyone needs to help with recruiting and involving new members.
 - Encourage use of the online “webinar” training.
 - Share your enthusiasm for Kiwanis.
- Director of Administration Report – Colleen Hyde
 - Requested that Lt. Governors send names of Regional Directors to Colleen and the District Office.
 - Discussed Lt. Governor Team administrative responsibilities. Distributed document titled: “Reminders and Suggestions for Lt. Governor Teams”.
 - Explained process for selecting Regional Star Awards. Regional Service Directors will be involved in administering the selection process.
 - It was suggested that the award criteria be clarified to “exclude previous recipients”.
- District Secretary/Treasurer Report – Steve Handegaard
 - 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.
 - Reminded the district board that we purchase 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 and club secretaries 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. District leaders were asked to indicate which months they will be submitting articles.
- Governor's Report – Lowell Disrud
 - Reported on the Regional Conferences attended to date.
 - Reminded everyone of the TNT Conference calls being held the first Tuesday of every odd numbered month. Next call will be Tuesday, March 8 at 6:30 p.m.
- Oscar Knight, International Trustee Counselor gave presentation at the noon luncheon.
- New Business:
 - Policies and Procedures amendment: Steve presented a “house keeping” amendment to the District Policies and Procedures to bring them in line with changes already made by the International House of Delegates. Amendment relates to change in dues collection schedule and also fees for newly admitted clubs. David Roehl moved to approve. Seconded by Joe Hesch. Motioned carried. (See attachment #1)
 - District New Member Fee was discussed- The current District new member fee is \$5.00. That fee is still the same as many years ago when clubs were billed for dues twice a year. At that time clubs were billed \$5 for each new member upon joining and ½ the dues (\$10) in the second billing for a total of \$15 per year. In 2005 the International House of Delegates changed to a once a year billing. That in effect decreased our new member fee from \$15 to \$5. This unintended loss has been discussed in the past, but has never been corrected mainly due to the effort needed to present it as an amendment before the District House of Delegates. Steve Handegaard reminded the board that this issue is long overdue and should be resolved. Steve suggested that the board consider an amendment to discontinue our current \$5 new member fee and move to “graduated” district dues for new members, patterned after the “graduated” international dues for new members. Barb Winfield moved that the Governor form a task force to study our current dues and new member fees and make a recommendation to the board. Seconded by Joe Hesch. Motion carried. The following were appointed to the task force: Barb Winfield, Steve Handegaard, Stewart Ross, Doug Wolf, and Joe Hesch.
 - Diane Johnson asked if she could address the board. She asked if the board would approve and designate the current K-Family event held in Region 7 as an official District sponsored event. After discussion it was suggested that the board would need more information about the event and its finances before making such a decision. Diane was invited to bring a more complete proposal to a future board meeting.
- Lt. Governor Elects for 2011-2012 – Denis Cornell, Governor Elect
 - Regions were reminded that new Lt. Governors Elect for 2011-12 need to be selected soon.
 - Regions 2, 5, and 7 have names.
 - Lt. Governor Education will be held April 29-May 1st in Fergus Falls.

- District Convention 2011- Lowell Disrud
 - Announced Larry Rittgarn's resignation as District Convention Director and Education Director.
 - Executive Committee will be searching for an Interim District Convention Director immediately.
 - Seeking candidates with event planning experience and familiar with Kiwanis.
 - Submit names of potential candidates to Governor Lowell
 - Executive Committee will be meeting with the new person to clarify roles and expectations.
 - Cities that were interested in hosting the 2014 District Convention will be asked to resubmit their bids as soon as possible. Recommended sites should be submitted to the board at the summer 2011 board meeting for final approval.
 - Governor Lowell appointed a task force to look at the long term future of district conventions and make recommendation to the board. Appointed to the task force were: Stewart Ross, Sharon Scudder, Mary Sieling, Vickie Walters, and Diane Johnson.
 - Stewart Ross suggested that the district look at the possibility of assessing a club fee for district conventions. Governor Lowell suggested that this be referred to the District Convention task force for further study and recommendations.

- Mary Beth Townsend, Key Club Administrator asked the Executive board for approval to change their Key Club division boundaries to match the boundaries of our Kiwanis regions, except that in Region 7 they would have a 7A and 7B. The Executive Board unanimously approved the change.

- Meeting Adjourned – 2:50 p.m.

Respectfully submitted,
 Stephen K. Handegaard
 District Secretary/Treasurer
 Minnesota-Dakotas Kiwanis District
 January 18, 2011

ATTACHMENT #1-

Amendment to Policies and Procedures- Approved by District Board, January 15, 2011

District Policies and Procedures (page 7)

2. Fiscal Year

The fiscal year of the District begins on October 1 and ends on September 30.

3. Inspection of Financial Records

The books and records of the District, and any of the sponsored programs organizations, at all times, shall be open for inspection by the Finance Committee, the Finance Committee chair, the Board of Trustees, or the Governor.

4. Closing of Books and Records

By October 31, every effort will be made by the District Secretary/Treasurer to account for all of the prior year's receipts and expenses to permit the closing of the books and records, and to process any excess funds (or deficit) increasing (or decreasing) the appropriate reserve account or net worth balance.

5. Receipt of Funds

- a. All funds received shall be deposited in regular commercial accounts by the District Secretary/Treasurer. Except as approved by the Finance Committee, funds shall not be deposited in any special commercial accounts.
- b. All funds received by the District shall be kept in secured and insured accounts and every effort should be made to earn the highest rate of interest available on the greatest amount of money possible. The District Secretary-Treasurer is authorized to transfer funds from one District Account to another in order to implement this policy.

6. Dues

~~In accordance with the~~ See District Bylaws, ARTICLE XIII, Section 1. ~~the per capita annual dues shall be billed in one annual installment based on the club anniversary date of the members respective club.~~

7. Newly Admitted Clubs

~~Newly admitted clubs pay the new charter member fee for each charter member. One year after paying the appropriate per member New Club Fee, the club will enter the regular annual dues billing cycle based on their anniversary date. No new member add fee shall apply to charter members.~~
According to Kiwanis International Procedures: "Before a new club may be organized and the charter presented, the required number of individuals shall have completed an application for membership and paid a new member fee, which shall be \$50. For clubs organized January 1-September 30, this fee shall also be considered payment of dues, subscription fees, and insurance for the following year." According to our District Bylaws Article XIII, Section 3, the District new member fee is waived for charter members of new clubs.