

MINNESOTA-DAKOTAS KIWANIS DISTRICT BOARD OF TRUSTEES  
“MINUTES”

Tri-K Winter Board Meeting  
January 24 & 25, 2014  
Bigwood Convention Center, Fergus Falls, MN

Judie Rosendahl, Governor\*\* (\*\* District Kiwanis Board of Trustees voting members)  
Sharon Scudder, Governor Elect\*\*  
Cynthia Braseth, Immediate Past Governor\*\*  
Steve Handegaard, Secretary/Treasurer\*\*

Lt. Governors 2013-2014 \*\*

Kent Hochgraber	Region 2
Debbie Looby	Region 4
Carol Grode-Hanks	Region 5
Darryl Meyer	Region 6
Gail Heyda	Region 7

Lt. Governors Elect 2013-2014

Gary Ochsner	Region 1
Peter Larson	Region 2
Gary Torfin	Region 3
Dan Leikvold	Region 4
Al Vanderlaan	Region 5
Dennis Hier	Region 6
James Probst	Region 7

Immediate Past Lt. Governors 2013-2014

David Odette	Region 2
James Bock	Region 6
David Harms	Region 7

Colleen Hyde	Administration Director
Loreena Luetgers	Education Director
Cynthia Braseth	New Club Building Director
Liz Lawrence-Ross	District Convention Director
Bill Daugherty	Eliminate District Chair
Matthew Schuweiler	Circle K Administrator
Daardi Sizemore	Circle K Asst. Administrator
Anne Christensen	Circle K Governor
Mary Beth Townsend	Key Club Administrator
Shelly Thurnau	Key Club Assistant
Katherine Lundquist	Key Club Governor
Key Club Board Members	
Circle K Board Members	

- Invocation prior to meal by Sharon Scudder, Governor Elect
- Following dinner the meeting was called to order at 7:00 p.m., Friday, January 24 by Governor Judie Rosendahl.
- Flag pledge.
- The following submitted written reports were distributed and discussed:
  - Cynthia Braseth- New Club Building Director
  - Tom Allen- Membership Director
  - Loreena Luetgers- Education/CLE Director
  - Colleen Hyde- Administration Director
  - Stewart Ross- Service Director
  - Denis and Nancy Cornell- Builders Club Co-Administrators
  - Jean Collins- K-Kids Administrator
  - Lowell Disrud- Aktion Club Administrator
  - Jack Zierdt, District Educational Foundation
  - Chuck Schroder, District Chair, KI Foundation
- Minutes of the following three board meetings were submitted for approval. Cynthia Braseth moved to approve the minutes. Motion was seconded by Darryl Meyer and carried.
  - October 3, 2013
  - August 9, 2013
  - August 8, 2013
- 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.
  - Summary of Outreach donations to date was distributed. An Outreach patch is being developed and will be awarded to those clubs that donate.
- Eliminate Project Report– Bill Daugherty reviewed the status of fundraising in our district. Currently we have 24 model clubs. Model clubs have 5 years from the time they declare to raise the pledged funds. Seventy-eight per cent of the clubs in our district have donated some amount. We are just over 1.1 million towards our district goal of 3 million.
- Lt. Governor Region “Good News” Reports
  - Region 7- Gail Heyda
  - Region 6- Darryl Meyer
  - Region 5- Carol Grode-Hanks
  - Region 4- Debbie Looby
  - Region 3- Gary Torfin
  - Region 2- Kent Hochgraber/Peter Larson
  - Region 1- Gary Ochsner
- Sharon Scudder shared some comments and thanks.
- Judie Rosendahl recessed the meeting at 9:10 p.m.

- Governor Judie reconvened the District Board Meeting at 8:30 a.m., Saturday, January 25.
- Governor's Report-
  - Governor Judie thanked everyone for their hard work and support.
  - Appreciates receiving the club visit reports.
  - Shared goal setting exercise from Jane Erickson.
  - Reminded Lt. Governor Teams to challenge clubs to become Distinguished Club and Members. The criteria for the 2013-2014 year were discussed in detail.
  - Judie challenged all the Lt. Governors and directors to achieve Distinguished Member.
  - Reminded that the defining statement has been changed from "changing the world" to "improving the world."
- Jim Probst spoke about the Key Leader Program that our district is hosting May 16-18, 2014 at Camp Victory, Zumbro Falls, MN. Jim will be working with Jason Stewart our District Key Leader Chair. We need a minimum of 60 youth. Key Leader promotional materials were distributed followed by viewing of Key Leader video.
- Lt. Governor Elect Status
  - Governor Elect Sharon reminded the board that we need the names of Lt. Governors Elect-2014-2015 soon.
  - The 2014-2015 Lt. Governors, Immediate Past and Lt. Governors Elect will need to attend the Lt. Governor Education Conference, April 25, 26, & 27, 2014 in Fergus Falls.
  - Current Lt. Governor teams are responsible for getting names of new Lt. Governors Elect to the District Office and Judy ASAP.
- District Secretary/Treasurer Report – Steve Handegaard
  - Thanked Lt. Governor Teams and Directors for their work.
  - Reminded that all clubs must file the appropriate IRS tax form by Feb. 15<sup>th</sup>.
  - Conducted a live online demonstration of the District Dashboard and access options available to Lt. Governors and other district leaders.
  - Lt. Governor Club visits and reports schedule were reviewed. Lt. Governors need to make 3 official visits to each club during the year and submit the club visit report.
  - Lt. Governors were reminded to monitor the online monthly club reports and provide encouragement and feedback to clubs.
  - Asked for any contact information updates for the District Leadership Directory.
- District Key Club Report – Mary Beth Townsend, District Key Club Administrator and Katherine Lundquist, Key Club Governor
  - District Key Club budget was presented for District board approval. Sharon Scudder moved to approve the District Key Club budget. Seconded by Gail Heyda. Motion carried unanimously.
  - Reviewed clubs paid to date.
  - Shared list of Key Clubs and their sponsors.
  - Distributed Region flow charts that explain role of Key Club Lt. Governor and Kiwanis Lt. Governor.
  - Katherine reported that they would be willing to help design a mascot for our District Kiwanis if interested.
  - Mary Beth expressed concern about the Key Leader registration process.
  - Katherine reminded that they would like to see as many adult Kiwanis members as possible attending their District Key Club Convention, April 11-13 in St. Cloud.

- District Circle K Report- Matt Schuweiler, Dist Circle K Administrator and Anne Christensen, CK Governor
  - Currently have 10 Circle K clubs in our district.
  - Discussed their new club building possibilities.
  - Reviewed current projects and workshops.
  - Discussed and distributed Circle K District financial report and budget. Kent Hochgraber moved to approve the Circle K Budget. Seconded by Carol Grode-Hanks. Motion carried unanimously.
  - District Circle K Convention will be held March 7-9, 2014 in Moorhead, MN.
- District Convention- Liz Lawrence-Ross
  - The 2014 District Convention will be held August 8-10 in at the Marriott SW, Minneapolis. District board related events will take place on Thursday evening, August 7 and also Friday morning, August 8.
  - Room rates will be \$89/night.
  - Some of the clubs in Region 7 will be assisting as host clubs.
  - Exploring the addition of vendor displays.
  - May allow business card type ads in the convention program booklet.
  - Service projects will be done onsite.
  - Submit convention ideas and suggestions to Liz by April 15<sup>th</sup>.
  - 2015 District Convention will be held in Grand Forks, North Dakota.
- David Odette brought up a concern that was discussed at the last board meeting. He shared a proposed bylaw amendment that would allow an Immediate Past Lt. Governor to vote in the absence of the Lt. Governor. Since this was not originally on the agenda Sharon Scudder moved to add this item to the current agenda. Seconded by Cynthia Braseth and carried unanimously. After further discussion of David's suggested wording of the bylaw amendment, Carol Grode-Hanks moved to forward the following amendment on to the District Convention House of Delegates for their consideration. Motion was seconded by Kent Hochgraber and passed unanimously.

AMENDMENT TO ARTICLE VI BOARD OF TRUSTEES

(Change involves adding a new Section 7 and renaming two section numbers.)

Sec. 6. In the absence of the Governor (or Acting Governor) from the meeting, the board of Trustees shall designate a Lieutenant Governor to act as chairperson.

**Sec. 7. In the absence of a Region's Lt Governor from the meeting the Immediate Past Lt Governor of the Region can be designated by the Board to represent the Region.**

Sec. 7 *change to 8* One-half (1/2) of the total members of the Board of Trustees shall constitute a quorum. A majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required in these bylaws.

Sec. 8 *change to 9*. After any special or regular meeting of the Board of Trustees, the Secretary-Treasurer shall publish a report of the proceedings in The Minnekotan, and submit a copy to the Executive Director of Kiwanis International.

- Steve presented the proposal to amend our District Policies and Procedures Manual. Kiwanis International has asked that districts remove rules related to the New Club Building process. See the Attachment #1 for details. Cindy Braseth moved to approve the amendment. Seconded by Darryl Meyer and carried unanimously.
- Governor Judie reviewed the Strategic Planning Committee meeting that was held on Thursday and Friday prior to the Tri-K Board Meeting. Judie reminded the board that her District Governor goals are in-line with the Strategic Plan. She reviewed her ten goals.

- Governor Judie adjourned the meeting at 11:57 a.m. (difficult travel was predicted so meeting was adjourned early)

Respectfully submitted,

Stephen K. Handegaard  
District Secretary/Treasurer  
Minnesota-Dakotas Kiwanis District  
January 30, 2014

**ATTACHMENT (1 of 1)**

POLICIES MINNESOTA/DAKOTAS DISTRICT OF KIWANIS INTERNATIONAL

**Clarification of New Club Building procedures:** This is primarily a matter of “housekeeping and clarification”. Kiwanis International has specified that districts should not have any rules in its bylaws regarding approval of new clubs, which is under authority of Kiwanis International. They have further indicated that districts should remove administrative detail regarding new club formation. A district may include some provisions in their policies and procedures, however those items would need to be updated to parallel that section of the Kiwanis International Bylaws. To insure that we are always in-line with Kiwanis International policy it is recommended that we amend and delete the following sections of our Minnesota-Dakotas District Policy.

Section I – Financial Policies and Procedures

6. Dues

See District Bylaws, ARTICLE XIII, ~~Section 1.~~ (add- REVENUE)

7. Newly Admitted Clubs

( add - See District Bylaws, ARTICLE XIII, REVENUE

~~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.~~

(delete entire section)

~~Section VI. PROCEDURES FOR NEW CLUB BUILDING~~

~~A. Criteria for Building a New Club~~

~~Except in special circumstances, no individual, Club or Division (Region) should attempt to build a new Club until the following criteria are met:~~

- ~~1. The building of a new Club will have a positive affect on the Image of Kiwanis.~~
- ~~2. There is adequate assurance that the continued growth of the new Club can be expected.~~
- ~~3. An adequate meeting place is available at a reasonable price.~~
- ~~4. A strong, willing, and capable sponsoring Club or Clubs is or are available to develop a new Club.~~
- ~~5. It has been determined that the prospective members should or should not be added to an existing Club and that a need for a new Club exists.~~

~~B. Recommended Procedure for Starting a New Kiwanis Club~~

~~The list below represents a broad outline (only) of the steps to be taken, in sequential order, for the successful and orderly development of a new Kiwanis club.~~

~~More detailed instructions are contained in the New Club Building manual. The materials needed for organizing and chartering the new club and additional directions are contained in the Organization Kit (see Step 4-9 below).~~

- ~~1. The Division (Region) Lieutenant Governor will appoint a qualified person as the Division (Region) Director of New Club Building and ensure that the individual appointed receives the required education from Kiwanis International.~~
- ~~2. The Lieutenant Governor with advice from the Division (Region) Director of New Club Building and the Division (Region) Council will study potential sites for future clubs. The sites will be included in the Division (Region) New Club Building Plan by year with the required information developed for each site as it approaches formation.~~

3. ~~The Division (Region) Director of New Club Building will coordinate the Division New Club Building Plan with the District Director of New Club Building and Kiwanis International Growth Development Manager to ensure the planned new club building schedule is supported by the District and Kiwanis International.~~
4. ~~The president of the sponsoring club appoints members to serve as an organizing committee. The members of the committee solicit the members of their club and other clubs of the nearby area requesting them to identify prospective members for the new club.~~
5. ~~Membership recruitment begins by first identifying the "key prospects" those three or four people who can be identified as leaders and most likely to be the initial officers of the club. Finding the right key prospects makes the balance of the recruitment of members much easier.~~
6. ~~At approximately the same time (as steps 3 and 4 take place) the Division (Regional) New Club Building Chair by communication with the District New Club Building Chair, inform that person of their progress and will continue to keep that person informed.~~
7. ~~Each prospective member of the new club will be asked to sign the Official Petition to form a new club and at the same time will write a check for the initial fee of \$50. As soon as about 7 or 8 members have signed the petition, these people should begin weekly meetings. Very shortly, thereafter, they should elect a temporary president and begin having regular programs.~~
8. ~~As soon as ten prospects have signed the petition, the Lieutenant Governor requests official approval to complete the organization of the new club. The petition form, with these signatures, is submitted to the Governor, who, in turn, signs it, and forwards it to the International Executive Director for approval by the Board of Trustees. As soon as possible, the International Executive Director will inform the Governor, Lieutenant Governor and the Division (Regional) New Club Building Chair that the club may be organized.~~
9. ~~While awaiting approval, the organizing committee continues to recruit members. When the minimum number (20) has been reached, the club is ready for its official organization meeting. The Division (Regional) New Club Building Chair should request an organization kit from the International Office at least four weeks before the anticipated date of the organizational meeting.~~
10. ~~The new club continues to meet weekly and moves forward with the planning for its organizational meeting. A pre-organizational meeting is recommended for discussion with the New Club Building Chair of the details for organizing the club.~~
11. ~~The organizational meeting is held (with at least 50% of the new members present) and, with the Lieutenant Governor and the New Club Building Chair in charge, the Club makes decisions (as reflected on the forms provided) and as will be needed on its Bylaws.~~
12. ~~Immediately after the organization meeting, the New Club Building Chair telephones the International Office supplying the information needed to start the process for receiving the new Club's charter.~~
13. ~~The required forms and fees are submitted to the International Office immediately. (A VERY IMPORTANT STEP).~~
14. ~~The Lieutenant Governor and a special committee arrange the Charter Night celebration for a date approved by the Governor (approximately 6 to 8 weeks later).~~
15. ~~Charter Night is held at which time the Lieutenant Governor serves as the Master of Ceremonies and the Governor, if available, is the Principal Speaker. Members of the Press should be invited so that the public will know of the new club.~~
16. ~~For an additional 52 weeks after the organization meeting, the division (region) supports the development and growth of the new club. Members of the sponsoring committee are assigned to coordinate the necessary support activities.~~
17. ~~Upon the first anniversary of the club's organization, the officers and members of the new club will be able to manage their own operations. This event should be celebrated by the entire division (regional) team.~~