

MINNESOTA-DAKOTAS DISTRICT BOAR OF TRUSTEES
"MINUTES"

January 19-20, 2018

Bigwood Convention Center, Fergus Falls, MN

(**District Kiwanis Board of Trustees voting members. Immediate Past Lt. Governors are allowed to vote in the absence of Lt. Governor.)

Dan Leikvold, Governor**

David Harms, Governor Elect**

Peter Larson, Immediate Past Governor**

Lt. Governors 2017-2018**

Carol Nitschke	Divison 1**
Rachael Dirud	Division 2**
Manuel Madrid	Division 3**
John Hauge	Division 4**
Lola Pollard	Division 5**
Dee Emmerich	Division 6**
Randy Schmidt	Division 7**

Lt. Governors Elect 2017-2018

Amanda Thrift	Division 1
Cal Saari	Division 3
Theresa Looby	Division 4

Immediate Past Lt. Governors 2017-2018

George French	Division 2
Joe Hesch	Division 3
Kathleen Welle	Division 7

Denis Cornell	Administration Director	
Colleen Hyde	Education Director	
Sherry Scudder	District Formula Chair	
Judie Rosendahl	District Convention Director	
Mary Beth Townsend	Key Club Administrator	Key Club Board Members
Kacie Iverson	Key Club Governor	
Justine Schwartz	Circle K Governor	Circle K Board Members
Katie Ryan-Anderson	District Public Relations Coordinator	

Invocation prior to meal by Dave Harms, Governor Elect.

Following dinner the meeting was called to order at 7:16 p.m. on Friday, January 19, 2018 by Governor Dan Leikvold.

Motion was made and seconded to approve the August 11, 2017 board meeting minutes.
Lola Pollard/John Hauge. Motion carried.

Governor's Report—Dan Leikvold

Handout on tips for opening clubs and strengthening existing ones. Also Strategic plan was handed out to each division. Governor's report included:

Division Strategic Plans

New club in Sturgis, SD. We have 10% of our goal of 10 clubs now.

Working on possibility of new clubs in Kasson-Mantorville, Bemidji, Hill City, and Boxelder.

Conference call participation.

Added 200 or more new members last year and lost 207.

New Action club in Wahpeton, ND.

Division 4 is working on starting some SLPs.

Strengthening existing clubs

Education—This was discussed Friday morning at Strategic planning meeting. Look through and update if needed.

Club Visits

Lt. Governors should fill in club visits on poster. Steve asked them to make sure they get club visits done and sent in to District Office.

Achieving Club Excellence

Link in January Minnekoten about it.

Lt. Governor Succession—Colleen Hyde will speak on this later.

District Openings

There are several openings so let Gov. Dan know of interested people for these positions. Gov.

Dan will send the board the job descriptions when he gets them.

Club Leadership Education

All presidents are required to take CLE. Secretaries are required to take CLE online.

Secretaries may go to a face-to-face meeting but must also complete it online.

Star Awards

Denis Cornell is in charge. Information is in Denis' Tri-K report.

Citizenship Award

It is due by June 30 of each year. Handout A.

Signature Projects

Send information to Governor Dan. There is a template for it.

Non-dues Generated Income

Possibly have a golf tournament at DCON in 2019.

Governor's Assistants

Plan to incorporate people to help Lt. Governors. 2 in Minnesota, 1 in North Dakota, and 1 in South Dakota.

Discussion on public relations chairs and membership chairs

Mentoring New Members

Will come up with a model that mentors can use.

ICON in Las Vegas in 2018

DCON—Judie Rosendahl

2018 Convention is August 10-12 at the Willmar, MN Conference Center.

Discussion on Service Leadership Programs.

District Secretary/Treasurer's Report—Steve Handegaard

The annual audit is being done by Westberg Eischens, PLLP in Willmar, MN.

Explained financial report on green handout. Club opening and growing existing clubs should be 8% instead of 0.8%

Outreach handout. Asked Lt. Governors to please remind clubs to donate to outreach which helps Key Club and Circle K. Goal of \$4,000 was voted on at Strategic Planning meeting in the morning.

Reminder to Lt. Governors to get their reports in each month.

Can board change proportions (instead of 50/50) given to Circle K and Key Club?

Provision for ICON if Lt. Governor and Lt. Governor Elect can't go. Last year was a one time thing since it was held in Paris.

DCON is self-supporting. Division conferences are also but can use the growth fund if needed. Dave Harms--attended Governors Training in November 2017. Membership drives remain as it did under Jim Rochford.

Lt. Governor training will be April 27-29, 2018 in Fergus Falls. Bring a laptop if possible.

CLE training is important. Encourage clubs to take CLE

Colleen Hyde—Talk to Lt. Governors Elect and keep them informed. Look at on-line training so you have an idea what they are like. Find your Lt. Governor Elect now.

Written reports by Denis Cornell—Administration Director and Nancy Cornell—Builder's Club Administrator

Meeting adjourned at 8:35 p.m.

Board reconvened at 8:34 a.m. on Saturday, January 20, 2018. Pledge

Strategic Plan Update--Governor Dan

Members are Governor Dan Leikvold, Governor Elect Dave Harms, Immediate Past Governor Peter Larson, Sec/Treas. Steve Handegaard, Sherry Scudder, Al Vanderlaan, Colleen Hyde, Denis Cornell, and Judie Rosendahl.

Send input to Governor Dan. He will bring the completed plan to Lt. Governor training in April and it will be approved in August at DCON.

Strategic Plan notes:

Membership Growth

Club revitalization and new club opening. Membership chairs in each club. Site, training KI will require all Lt. Governors to take club opener on-line.

3,797 members is the starting point at the end of 2016-17 year. 2017-18 goal will be 3,798 members.

Improved Kiwanis Education

CLE is a big part of it along with new member orientation, ACE, DCON, and ICON

Improve DCON and Division Conferences

Attendance at the 2017 District Convention was 196. Attendance goal is 200 in 2019.

Survey Monkey was sent out by District Sec. Steve Handegaard.

Possible recognition suggestions were most dedicated and long lasting members. 30-40-50 year members. Recognize with pin or certificate at DCON. These members would be invited.

District Structure Review

Leave structure of divisions the same as it is now. Could add Governor Assistants to assist Lt. Governors in their duties.

SLPs and Growth and Support of SLPs

50% of clubs support SLPs. Want to have 70% of clubs sponsor at least 1 SLP.

Collaborative service between clubs and SLPs will be promoted.

Service Growth (This is what we do best.)

Highlight signature projects in clubs. District wide promotions include Reading Oasis and other reading programs, Human Trafficking Awareness, and Dental Programs.

Improved communication within District, Divisions, and Clubs

Public relations chairs. Branding—try to track how many open links to Minnkoten. Best practices link, service projects, frequently asked questions.

Support MNDAK Education Foundation, Kiwanis Children's Fun, Eliminate Campaign, and District Outreach Fund

Eliminate is NOT over.

Children's Fund

Century Club

Outreach Fund—Goal of \$4,000

DCON 2018—Judie Rosendahl

DCON will be held August 10-12, 2018 in Willmar, MN at the Willmar Conference Center/Best Western Plus.

Changing schedule some

Lt. Governors should remind clubs that ANY member can attend, encourage families to attend.

Kiwanis Khorale will sing again this year.

Judie is working on entertainment.

DCON 2019—Judie Rosendahl—District Convention Director

Discussion on cities. Bid from Fargo Holiday Inn for August 9-11, 2019. Motion to approve Fargo, ND as site for 2019 DCON. Dave Harms/Carol Nitschke Motion carried.

Steve Handegaard—District Secretary/Treasurer

Reminders:

February 15 is tax filing date for clubs.

All clubs have directors and officers insurance as well as the district board, Circle K and Key Club boards. Remember to use it if you have to.

Check the district directory for changes.

Monthly club reports—most are doing good but remind the clubs to get them in.

Steve talked about the MNDAK Kiwanis website which is one of the main communication tools.

Encourage clubs to send articles for Minnekoten.

Lt. Governor resources are on website.

Distinguished criteria for 2017-18 can also be found on website.

ICON 2018 information

Registration is \$150.00. Lodging is \$117 or \$106 + \$25 resort fee plus taxes.

Free parking and Wi-Fi.

Lt. Governors Elect and Lt. Governors can receive reimbursement. Must attend district caucus which is 7:00-7:45 a.m. on Friday and also the business session.

Clubs that give at least \$500 to the Children's Fund before the end of January 2018 will receive special recognition at ICON.

Handout on special dates.

Key Club –Governor Kacie Iverson

Fall Rally was in Loretto, MN and had lower attendance than anticipated.
ICON will be held in July 2018 in Chicago “Searching for Service” is the theme.

Key Club Administrator—Mary Beth Townsend

Mary Beth presented the Key Club budget.

Motion to approve Key Club budget as presented. Manuel Madrid/Randy Schmidt

Discussion included splitting Division 2 so there will be board member positions added to next year’s budget. Typo—change event budgets to \$1,600.00 (Valley Fair 2018) Motion carried.

Questions from board for Mary Beth. Some Key Clubs are not on the handout because they stopped paying dues. Asked Kiwanis board to help by checking to see who hasn’t paid dues and contacting them. Clubs cannot act as a Key Club without paying dues.

Circle K—Governor Justine Schwartz

Played Circle K video for the group.

Fall Leadership Conference for 2017 had 58 attending which was an increase of 14 over 2016. \$300 for Governor’s project which is “Water Sanitation and Hygiene.” Overall raised between \$1,300 and \$1,500 for WASH project.

2400 hours of service so far which is about 10 hours per member.

100% dues submitted for the year—234 paid members

Chartering new club in Spearfish, SD

DCON 2018 will be held in Watertown, SD and will have a “games” theme. There will be contested elections and a service project yet to be determined. Also included are workshops, fundraisers, and a dance.

Showed video on FLTC 2017.

Public Relations--Katie Ryan-Anderson

The Public Relations position will help Kiwanis be consistent in what we do.

Handout on Branding

Why join a service club? We need to tell the world.

Strengthen our brand—use the logo

- Stick with the standard

- Ads to introduce Kiwanis

Social media is a good value.

Best practices

- Publicity chairs-social media/publicity team

- #KidsNeedKiwanis—use it every time

- Stands out, can see what others do

Publicity Chair

- Each club needs one to get the word out; updating and maintaining the website

- We need to adhere to KI Brand Standards (logo, logo, logo). Appoint a publicity chair in each club and create and/or maintain a Facebook page.

- Branding page has great things on it.

Campaign for Growth—Sherry Scudder

Membership—she gets reports from KI about new members.

Ask, Bring a Guest, Guest (BAG)

13 R's are important. They are recruitment, retain, repurpose, recognize, remember, reorganize, repeat, refreshments, regroup, remind, retreat, relentless

Growth team is led by the Lt. Governor and includes Club Counselors and Club Openers.

Video on KI website

Club Opening Process

Prepare—most important when putting together the right team and finding the right community.

Identifying site

Forming a team

Invite—relationships, rapport, referrals

Organize—getting the club going

Lunch break

Reconvene

District Risk Manager--Ken Kohler

Risk management since 2006

Working with kids

What is risk management? (See handout for key points.)

Accidents happen; risk managers help minimize accidents or issues of risk.

Types of abuse

Guidelines to protect kids and members and organization.

Every club is expected to educate members on Kiwanis Youth Protection Guidelines.

Every district is to provide a forum at DCON.

Club Liability Insurance and background checks required.

Motion to adjourn the meeting. Lola Pollard/John Hauge Motion carried.

Meeting adjourned at 2:13 p.m.