

MINNESOTA-DAKOTAS KIWANIS DISTRICT  
"MINUTES"

District Convention Sunday Board Meeting  
Sioux Falls, South Dakota  
Sunday, August 7, 2011

Members present:

Executive Officers (voting members)

Denis Cornell, Governor Designate  
Cynthia Braseth, Governor Elect Designate  
Lowell Disrud, Immediate Past Governor Designate  
Steve Handegaard, District Secretary/Treasurer

Lt. Governors Designate 2011-2012 (voting members)

Doug Wolf                      Region 1  
David Odette                    Region 2  
Judie Rosendahl                Region 6  
Don Felmlee                    Region 7

Immediate Past Lt. Governors Designate 2011-2012

David Roehl                    Region 2  
Joe Hesch                      Region 3  
Leo Schatz                     Region 5  
Dawn Fairbrother               Region 6

Lt. Governors Elect Designate 2011-2012

Burley Burnett                 Region 2  
Mark Johnson                 Region 3  
Tom Allen                      Region 4  
Carol Grode-Hanks             Region 5  
Dave Harms                    Region 7

District Directors/Chairs

Colleen Hyde                  Administration  
Ann Backes Dodge             District Convention Interim Director  
Loreena Luetgers             Education  
Sharon Scudder                Membership  
Bruce Klair                    New Club Building  
Mary Sieling                  Service  
Vickie Walters                TAG- Public Relations  
Bill Daugherty                Eliminate Chair

Other Guests Present

Matthew Schuweiler         District Circle K Administrator  
Leah Burch                    District Circle K Governor  
Mary Beth Townsend         District Key Club Administrator  
Caitlin Stroup                District Key Club Governor  
David Fairbrother             District K-Kids Administrator  
Diane Johnson                District Builders Club Administrator  
Jack Zierdt                    District Educational Foundation Sec/Treas  
Chuck Schroder                Kiwanis International Foundation District Chair  
Stewart Ross                 Kiwanis International Trustee  
Pam Fleming                    Kiwanis International Trustee

- The meeting was called to order at 8:30 a.m. by Governor Designate Denis Cornell
- Invocation by Lowell Disrud, Immediate Past Governor Designate
- Pledge of Allegiance led by Jack Zierdt
- Introductions and welcome by Denis Cornell.
- Remarks: Pam Fleming, International Trustee/Counselor
- Key Club Report
  - Mary Beth presented and explained the District Key Club budget. Don Felmlee moved to approve the District Key Club budget as presented. Seconded by Judie Rosendahl. Motion carried unanimously.
  - Mary Beth Townsend shared information about current key clubs and distributed a listing of clubs in each Kiwanis region.
  - Caitlin Stroup, Key Club Governor presented the changes to their district bylaws, Article XIV- Revenue (see attached). Doug Wolf moved to approve the change as written. Seconded by David Odette. Motion carried unanimously.
  - Caitlin explained the structure of their new regional events that will include Officer Training and a Service Activity.
  - Theme of District Convention will be “Service is Our Game.”- April 20-22.
- Circle K Report
  - Matthew Schuweiler presented and explained the District Circle K Budget. Judie Rosendahl moved to approve the District Circle K Budget as presented. Seconded by Don Felmlee. Motion carried unanimously.
  - Matt reminded board members that Kiwanis members need to recruit sponsored club members. Most are never asked to join Kiwanis.
  - Leah Burch, District CK Governor reported on the Kiwanis mentor program.
  - Stewart Ross recognized Matthew for his outstanding leadership and contributions to Kiwanis.
- Jack Zierdt, Stewart Ross for International Vice-President Campaign Chair
  - Reviewed the committee structure.
  - The committee will be developing a brochure, logo, and T-shirts.
  - Reminded board to encourage clubs and members to get registered for the New Orleans convention as soon as possible. We need lots of delegates and others to help with campaign during the convention.
- 2010-2011 District Budget Approval
  - Governor Designate Denis Cornell presented the 2011-2012 District Budget proposal. Lowell Disrud moved to approve the 2011-2012 budget as presented. Seconded by Cindy Braseth.
- Approval of District Secretary/Treasurer
  - Doug Wolf moved to approve Steve Handegaard as District Secretary/Treasurer for 2011-2012. Seconded by David Odette. Motion carried unanimously.
- Approval of District Directors, Administrators and Chairs
  - Governor Designate Denis Cornell presented a list of appointed District Directors, Administrators and Chairs. Lowell Disrud moved to approve the positions as presented. Seconded by Cindy Braseth. Motion carried unanimously.

- District Secretary/Treasurer Report – Steve Handegaard
  - Reminded Lt. Governors to monitor and review the monthly club reports online.
  - Announced the preparation of the District Leadership directory. Draft copy was passed around for any corrections. Final directory will be sent to all board members via email.
  - 2010-2011 District letterhead will be updated and printed in September
  - Reminded board members to become familiar with their budget areas and to review budget summary sent to them each month via email. All requests for 2010-2011 reimbursement must be received in the district office before Sept. 30, 2011.
  - Regional Governor Visit and Conference Meetings must be self-supporting. Need to build costs into your registration fee.
  - Reminded Lt. Governors of importance of the 3 required club visits.
  - Steve shared samples of a new digital format letterhead. Very few are using the traditional printed letterhead. In addition the back side normally has many changes during the year making it very inaccurate. Suggested that we discontinue the printed letterhead and go with new digital letterhead that can be printed as needed or used in email attachments.
  - David Odette moved to discontinue the traditional two-sided printed letterhead and move to the digital WORD format template as presented by Steve Handegaard. The new digital letterhead can be used in email attachments and also printed as needed. Motion was seconded by Judie Rosendahl. Motion carried unanimously.
  
- Approval of District Depository of Funds and Auditor:
  - Doug Wolf moved to approve the current depositories of funds for Kiwanis, Circle K, and Key Club. (State Bank and Trust of Moorhead/Fergus Falls, Edward Jones and Willmar State Bank) and to approve Westberg-Eischens and Van Buren of Willmar as the auditor of the District Kiwanis account. Seconded by Judie Rosendahl. Motion carried unanimously.
  
- Stewart Ross discussed the Regional Star Award and asked about the level of commitment to selection process. Stewart reminded the board that we need an early deadline in order to get awards ordered and a booklet printed. Stewart also suggested that it might be time to include the awards in the district budget. Stewart volunteered to continue the funding for the awards, but would donate the money to the district which would in turn order the awards. Doug Wolf moved to include a line item in our budget for Star Awards. Seconded by David Odette. Motion carried unanimously.
  
- Lt. Governor Elect Status for Regions – Governor Designate Denis reminded Lt. Governors to be recruiting for next year’s Lt. Governors-Elect. Those people need to be elected prior to the Lt. Governor Education next spring.
  
- Denis and Pam installed Lt. Governor Elects for 2011-2012.
  
- Governor Designate Denis reviewed plans for Regional Governor Visit and Conferences:
  - Region 1    October 15 - Minot
  - Region 2    October 29 – Grand Forks
  - Region 3    TBD
  - Region 4    October 22 – Rapid City
  - Region 5    November 5- location TBD
  - Region 6    TBD
  - Region 7    November 12 – Red Wing
  
- The following District Directors and Chairs reported on accomplishments and plans:
  - Education/CLE – Loreena Luetgers
    - This year 15 instructors. 12 instructors educated. 10 new instructors. 3 more to be educated.
    - Total of 81 clubs attended = 51% of clubs
    - 130 Presidents and Secretaries – 14 Treasurers and 30 others participated.
    - Reported on successful Lt. Governor Education held in May.
    - Reviewed goals for the coming year.

- Service & Human & Spiritual Values- Mary Sieling
  - Very pleased with donations to Mended Hearts project. Lot of items donated and also some cash.
  - Will be looking for service project for next year's convention in St. Cloud.
  - Mary indicated she would like to have 2-3 clubs recognized for their service projects at next year's convention.
- Membership – Sherrie Scudder
  - Outlined procedure for those that submit interest in joining Kiwanis through the KI Website. Sherry will be making sure follow-up occurs at the club level.
- New Club Building- Bruce Klair
  - Reported on new club in Marshall and other possible sites such as Stillwater, Bottineau, and Internet based club.
- Report by Chuck Schroder, Kiwanis International Foundation District Chair
  - Announced that we have district goal of \$4.50/member.
  - Asked if board favors having another raffle next year. (consensus was yes) Requested donated items for next year's convention raffle.
  - Chuck will be communicating with Lt. Governors every month.
  - Explained that 5% comes back to the district.
- District Educational Foundation – Jack Zierdt
  - Distributed brochures to Lt. Governors.
  - Scholarship application packets will be distributed in November. Completed applications will be due back due Jack Zierdt in January.
  - Called attention to the printed booklets in the convention packets. Current District Foundation board members are listed on first page of the booklet.
  - Willing to visit clubs to speak about the foundation.
- ELIMINATE – Bill Daugherty, District Chair
  - Thanked everyone for their participation at District Convention.
  - Important that we get an ELIMINATE representative in every Kiwanis club.
  - Over \$15,000 was collected during our convention. Very successful start.
- Interim District Convention Director – Ann Backes Dodge
  - Reviewed highlights of our 2011 convention in Sioux Falls.
  - Evaluations will be reviewed for future changes and ideas.
  - Housing is a concern for this convention as we were 57 short of the original contract number blocked.
  - Ann reviewed her site visits to possible 2014 District Convention facilities. Discussion of advantages and disadvantages of individual sites followed. David Odette moved that the 2014 Minnesota-Dakotas District Convention be held at the Marriott SW, Minneapolis. Seconded by Doug Wolf. Motion carried unanimously.
- Administration – Colleen Hyde
  - Requested that names and addresses of Regional Administration Directors be forwarded to Colleen and Steve.
  - Recommended that an assistant for Administration be named.
- New Business: Loreena Luetgers presented an Educational Proposal for 2011-12 from the District Education Committee (see attached). Don Felmlee moved to approve the proposal as submitted. Seconded by David Odette. Motioned carried unanimously.
- Remarks by Immediate Past Governor Designate Lowell Disrud

- Remarks by Governor Elect Designate Cynthia Braseth
- Closing remarks by Governor Designate Denis Cornell
- Meeting adjourned at 12:20 p.m.

Respectfully submitted,

Stephen K. Handegaard  
District Secretary/Treasurer  
Minnesota-Dakotas District  
August 15, 2011

**Article XIV**  
**REVENUE**

**Section 1** Each Key Club of the Minnesota-Dakotas Key Club District chartered prior to the current fiscal year shall pay the District for each member the sum of ~~\$4.00~~ \$4.50 per each Key Club year for District Dues. These dues and fees will accrue on October 1 and will be remitted to Key Club International along with International Dues by the individual club not later than December 1 of each calendar year.

**Section 4** All dues must be paid within sixty (60) days after the initial date of collection (October 1). **The Early Bird Award is given to clubs whose dues are paid by November 1<sup>st</sup>.**

**Section 5 Suspended and Inactive Clubs.** Clubs are declared suspended if they have not paid their annual club dues by February 1<sup>st</sup> of the current school year. A club is declared inactive if they have not paid their club dues from the previous year by October 1st of the following school year. Clubs that are inactive or suspended cannot attend conventions or obtain any kind of award at the district level. Inactive clubs may be re-activated if they fill out a chartering form, pay their delinquent dues, and pay a \$100 reinstatement fee. A suspended club may become active again by paying their dues for the school year.

## **Minnesota-Dakotas Education Proposal for 2011-2012**

### **From the MN-DAK Education Committee**

The education of Kiwanis leaders and club members is crucial to the success and vitality of Kiwanis Clubs and ultimately the MN-DAK District. There are many interrelated issues and problems associated with Kiwanis Education and this proposal attempts to improve some of these.

Last year, Kiwanis International applied new rules to the education within the districts:

1. Master Educators needed to apply for their position along with the Club Leadership Education instructors;
2. All applications were to be accepted by the District Kiwanis Education Committee and Kiwanis International;
3. All Club Leadership Facilitators were to attend an education/training session given by the Master Educator;
4. Kiwanis International Grants became available to districts to improve education, therefore, to train the Club Leadership Education Facilitators before they could facilitate a session for the club officers; and
5. The requirement of a district Education Committee with the Master Educator serving as chair.

The Master Educator for MN-DAK applied, was accepted and therefore contacted all CLE Facilitators to apply for their positions. Some facilitators resigned and currently the District has 15, which include 10 new people. The facilitators were given a six hour training session by the Master Educator. The MN-DAK District has an Education Committee in place which consists of three individuals.

The MN-DAK Education Committee is submitting a new plan for Club Leadership Education and District Education. Please read the entire plan before making a decision either pro or con. The plan put forth in this document is a holistic approach to an ongoing and major problem related to poor or no education for Kiwanis officers within clubs.

## **Minnesota-Dakotas Education Proposal for 2011-2012 New Plan for MN-DAK District Education**

1. Club Leadership Education Facilitators will no longer be paid a stipend for workshops. They will continue to receive mileage for travel, as per the rules of the district, and have their meal cost reimbursed. The facilitators may receive money for necessary equipment as needed for workshops.

**Rationale:** Through research it is now clear that MN-DAK Kiwanis District is the ONLY district that pays CLE Facilitators for their presentations. The only paid positions within the District are the District Secretary-Treasurer and the MN-DAK Foundation Secretary. We feel confident that CLE Facilitators do this work in the belief that they are making a huge contribution to Kiwanis and not to gain remuneration for themselves. We feel confident that current CLE Facilitators will continue, regardless if they are paid or not, and new facilitators can be recruited without the need to be paid for their work.

2. MN-DAK Kiwanis officers will no longer be charged a fee to attend CLE sessions. The only cost will be the meal, if they choose to have one at the session. Clubs will be encouraged to cover the cost of this meal for their officers attending the sessions.

**Rationale:** We feel strongly that charging officers of clubs and/or clubs for CLE sessions gives the wrong message to Kiwanians. IF education is important, then our district should make these sessions a part of the district budget so that ALL clubs share equally in the cost of education for officers and/or members. By having an education budget line in the district budget, it becomes clear to everyone that the MN-DAK District values Kiwanis education and, therefore, supplies this service to all members and clubs through the regular operating budget, rather than penalizing those who choose to attend CLE sessions.

3. All surplus monies from previous budgets for CLE will go into the MN-DAK District budget for 2011-2012 in a line item titled "Kiwanis Education". This part of the budget will be used to only pay the Master Educator's travel expenses, CLE Facilitators' travel expenses and the CLE Facilitators' meals for the sessions they give. There will be no reimbursement for any facilities for the CLE sessions, these will be of no charge.

**Rationale:** Because of the surplus, this money will last for many years and can be used to allow club officers to attend CLE for no cost, except for their meal. By placing these monies as a line item into the District budget, ALL clubs will now be helping to pay for education which makes an important statement about the importance of Kiwanis Education. This perhaps will encourage clubs to send their new officers each year to CLE sessions since they are already paid for by the district.



**Final Thoughts:** The District Education Committee will be recruiting and training more facilitators for each region of the MN-DAK Kiwanis District.

The MN-DAK District needs more CLE Facilitators per region for two reasons. First, there can be more sessions given in a closer proximity which gives the officers and members a better opportunity to attend without traveling so far. Example, when a CLE session is given in the evening from 5:00 to 9:00 p.m., some people need to leave work early or cannot attend the session. Also, there will be less mileage as the facilitators won't need to travel as far. Second, the CLE Facilitators can be a resource for the Region Education Directors with education in that part of their region at Regional Conferences, club meetings and general ideas and questions

Kiwanis Education is of vital importance to increase membership, maintain membership and inform members about the organization that they belong to and are active in. The MN-DAK District is struggling with members taking the responsibility of district leadership roles. When the clubs and members understand more about Kiwanis, the whole organization is stronger because change can happen in leadership and throughout the organization with an exchange of new ideas. Members will be willing to take a district position because they know more about the organization and also that other Kiwanians are there to help them. Education empowers people by opening up a whole new world.

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