Minneapolis-Dakotas District Board of Trustees
“Minutes”
January 18-19, 2019
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.)

David Harms, Governor**
Rachael Disrud, Governor Elect**
Dan Leikvold, Immediate Past Governor**
Steve Handegaard, District Secretary/Treasurer**

Lt. Governors 2018-2019**
Amanda Thrift Division 1**
Mary Sieling Division 2** January 19 only
Theresa Looby Division 4**
Todd Levig Division 7**

Lt. Governors Elect 2018-2019
Paulette Odette Division 2
Jim Sebastian Division 3
Steve Forseth Division 7

Immediate Past Lt. Governors 2018-2019
Carol Nitschke Division 1
Rachael Disrud Division 2
John Hauge Division 4
Lola Pollard Division 5**
Randy Schmidt Division 7

Denis Cornell Administration Chair
Loreena Luetgers Leadership Development Coordinator
Al Vanderlaan Service Chair
Shara Fischer District Convention Chair
Jason Stewart Circle K Administrator
Rachel Zhang Circle K Governor
Mary Beth Townsend Key Club Assistant Administrator
Will Smith Key Club Governor
Fred Dietze Kiwanis International Trustee/Counselor
Dave Odette
Sharon Taylor** Division 6 Lt. Governor (via speaker phone on Jan. 19)
Dee Emmerich Division 6 Immediate Past Lt. Governor (via Speaker phone on Jan. 19)

Invocation prior to meal by Rachael Disrud, Governor Elect.

Following dinner the meeting was called to order at 7:00 p.m. on Friday, January 18, 2019 by Governor Dave Harms. Pledge was recited and everyone introduced themselves.
Motion was made and seconded to approve the August 10, 2018 board meeting minutes. Todd Levig/Theresa Looby. Motion carried.

Governor’s Report—Dave Harms- Comments
   Mid-Winter Governor’s Conference was held in Las Vegas two weeks ago.
   1. Membership still thrust of KI.
   2. Clubs should meet a minimum of 2 times a month. One can be a traditional Kiwanis meeting and the other can be a board meeting which any member can attend.
   3. Lt. Governor Succession is important. Possibly need to rework our bylaws to have a bigger pool of people to be Lt. Governor.
   4. Lt. Governor’s responsibility to focus on membership.
   5. MNDAK has a good working model with our 3 Lt. Governors serving 3 years each.
   6. Technology—use it more in the divisions and probably in the district.
   7. When starting a new club or satellite club there is a form for mentors to help new members.

Trustee/Counselor Report—Fred Dietze- Comments
   1. Was at Ki Board meeting which concluded on January 17, 2019. Days were set aside for committees and then the “Committee of the Whole” met and discussed the committee reports. Board meetings are about 40 minutes and we don’t see it all in the minutes.
   2. Concerns included family memberships, simplifying dues structure so it can actually be published, and Kiwanis brand.
   3. A Kiwanis Club is proposing a Resolution at the 2019 International Convention that Kiwanis stands against violence and abuse of children
   4. Questions and discussion followed.

Secretary/Treasurer Report—Steve Handegaard- Comments
   1. Handed out copies of 2017-2018 audit to each division. Clubs should also have an audit each year.
   2. Handout on MNDAK budget for his year. Discussion on Lt. Governor expenses, SLPs, Outreach and Growth budget. If in doubt that something is covered please ask Steve or Governor Dave.
   3. Division Conferences should be self-sufficient financially.
   4. Steve explained budget #4220—District Committee Expense and discussion followed.
   5. Budget concerns include how many years can we take from savings to meet the budget.
   6. Outreach—Lt. Governors should remind clubs to send in their money. This money helps Circle K and Key Club District Boards.

Governor Elect’s Report and Plans for Lt. Governor Education—Rachael Disrud & Loreena Luetgers
Governor Elect Rachael Disrud
   1. How can we better communicate?
   2. Goal is to build the Lt. Governor team
   3. Handout on 2019-20 Board and Lt. Governor teams
Leadership Development Coordinator Loreen Luetgers—Discussion on the following:
1. What do you want to learn at Lt. Governor Education?
2. Communication
3. Leadership
4. Conflict Resolution
5. What is the future of Kiwanis membership?
6. Work together as a team
7. Division Councils
8. Division Conferences
9. Club Visits
10. Club Leadership Education
12. There is a lot of discussion during Lt. Governor training and should include fun!

Written reports from district chairs were handed out. These include Education, Youth Protection, Builders Club, Administration, District Children’s Fund, and Books 4 Kids.

Meeting adjourned until Saturday, January 19 at 8:30 a.m.

Meeting reconvened on Saturday, January 19, 2019 at 8:30 a.m.

Strategic Plan Task Force Report (Committee met on Friday, January 18, 2019)
1. 17% of clubs are below charter strength of 15 members.
2. We will have a conference call at 10:45 a.m. today on the Division 6 proposal.
3. Dan Leikvold reminded Lt. Governors that the deadline for Governor Elects is February 15 to be included in the Minnekotan. Send to Steve and candidates need to be endorsed by club or at least set in motion.
4. Lt. Governor Succession. Discussion on who can be a Lt. Governor.
5. Budget—District must make tough decisions in the next two years and beyond. Possibly raise dues or find other non-dues generated revenue. May possibly need to cut expenditures.

District Convention 2019 Report & Selection of 2020 location—Shara Fischer, Convention Chair
1. Handout on DCON 2019 which will be held in Fargo, ND August 8-11, 2019 at the Holiday Inn.
2. Shara handed out a survey for ideas on DCON for everyone to fill out. These included:
   a. Favorite memory or moment at a convention
   b. Needed or mandatory forum
   c. Popular or talked about forum
   d. “Fun” idea for convention
3. Proposal for 2020 District Convention
   a. Motion to accept the proposal from St. Cloud Best Western PLUS/Kelly Inn and River’s Edge Convention Center for MNDAK District Convention August 6-9, 2020. Todd Levig/Theresa Looby. Motion carried unanimously.
Other updates—Sec/Treas Steve Handegaard
1. Reminders about Lt. Governor Training, DCON & ICON. Can now register for ICON online.
      District caucus and business session.
2. Monthly reports from clubs are important so Lt. Gov. should encourage clubs to do them.
3. Discussion on future International Conventions.
4. Handout on Licensing from KI.
   a. Contracted with Affinity Consultants
   b. KI wants to be sure everyone uses the same branding.
   c. Fred Dietze is on committee at KI.
5. Steve reminded that the last dues increase in MNDAK was in 2005-2006.
   a. District has been using savings to fund actual expenses. Still have some money in
      reserves.
6. Signature Project handout—Governor Dave explained
   a. Lt. Governor in each division should submit a top Signature Project no later than
      February 15, 2019.
   b. Clubs can also send articles to KI magazine for publication. Be sure to include a
      colorful photo and have Kiwanis logo on it.

Divisions 4 & 5 Boundary Clarification—John Hauge
1. Map that defined the boundary between Division 4 and Division 5.
2. Motion to make boundary clarification in Divisions 4 & 5 as presented. Theresa
   Looby/Amanda Thrift  Discussion followed. Theresa Looby withdrew the motion to allow
   some time to review the changes.

Break

3. **Motion to clarify boundaries between Divisions 4 & 5. (See attached map) Theresa
   Looby/Lola Pollard. Motion carried unanimously.**

Filings of tax forms 990 and 990-N are due by February 15, 2019.

General brochures on ICON at Disney in Orlando handed out.

Proposal from Division 6 to divide into 2 new divisions—Dee Emmerich/Sharon Taylor via conference
call due to bad weather.
1. Dee and Sharon went over their handout on the request for realignment of Division 6.
   Discussion followed. They are requesting that Division 6 be realigned into 2 separate
   divisions.
2. **Motion to accept Division 6 proposal for realignment. Theresa Looby/Amanda Thrift
   Discussion followed.**
3. Executive board presented a written response on Division 6 realignment. Amendment to
   the motion presented by Dan Leikvold to include “Go to Delegate Assembly in August 2019
   and meet specific stipulations.” Dan Leikvold/Theresa Looby. Discussion on the
   amendment followed. Amendment carried unanimously.
4. **Motion to accept the Division 6 proposal as amended. Theresa Looby/Amanda Thrift.
   Motion carried unanimously.** (See the entire proposal and amended stipulations
   attached.)
5. Consider opening Lt. Governor Positions to any active member—Sharon Taylor/Dee Emmerich via conference call due to weather.
   1. Proposal was made to Change Club President to club officer (president, vice-president, president-elect, secretary, treasurer). Todd Levig/Dan Leikvold. Discussion followed.
   2. Amendment to the motion. Motion to change wording to “leadership served in a club.” Lola Pollard. Motion died for lack of a second.
   3. Amendment to the original motion to read “as a club president or secretary and successfully completed CLE training.” Amanda Thrift/Mary Sieling. Motion carried with a 9/1 vote.
   4. Motion to accept the proposed revision as amended. Motion carried with a 9/1 vote. (The Division Lt. Governor and Lt. Governor-Elect will be an active member of a club in the Division and will have served as a club president or secretary for one full year in Kiwanis International and successfully completed CLE training.)

Report on Key Club and Budget Approval—Mary Beth Townsend/Rachel Zhang
Key Club Governor Rachel Zhang
   1. November Fall Rally was well attended with 250+ members. Held at Mall of America and stated they had made money on the Rally this year.
   2. District Convention will be held March 8-10, 2019 in Willmar, MN.

Key Club Assistant Administrator Mary Beth Townsend
   2. Budget to vote on handed out. Key Club is adding a position so Division 2 will be divided into 2a and 2b.
   3. Motion to approve Key Club budget as presented. Lola Pollard/Theresa Looby MC
   4. Handout on paid clubs.

Report on Circle K—Jason Stewart/ Will Smith
Circle K Administrator Jason Stewart gave update on the budget.

Circle K Governor Will outlined his goals for the group.
   1. Membership—243
   2. Service hours—3320
   3. K Family relations—20
   4. Interclubs—17
   5. New clubs—3 and already have 2. There are now 9 clubs in the district.
   6. Attendance at ICON—improve
   7. DCON (CKIX)
   8. Governor’s Project—WASH and UNICEF
   9. Fall Leadership Training Conference (FLTC) was held in October 2018.
   10. DCON will be February 22-24, 2019 in Fergus Falls, MN Willie Wonka theme

LUNCH BREAK
Reconvened at 12:53 p.m.
New Club Building and Club Strengthening—Dave Odette/Loreena Luetgers

Dave Odette—power point

1. MNDAK member chart for 2010-2018 shows where district is in membership.
2. 4.5% per year membership reduction
3. Number of clubs is mostly down. There are a number of clubs at or below charter strength.
4. Life Cycle of MNDAK

Questions asked of board: How can we meet this challenge? Discussion followed. It was stated that we could be a district not in good standing if we fall below 3,000 members.

Loreena Luetgers—power point

1. By March 15 each Lt. Governor position needs to be filled for the upcoming year.
2. Things I can do as a Division Lt. Governor:
   a. Make 3 visits to each club.
   b. Have Division conference calls for club officers.
   c. Call each club president once a month or every other month to say “Hi!”; “How’s it going?”; and “What is your club doing?”
   d. Promote a trained club membership chair in each club.
   e. Promote club membership drives.
   f. Promote club members and officers be Kiwanis trained to excel in their club positions.
   g. When clubs are having difficulties seek District support.
3. What Can I Do as a District officer?
   a. Keep Lt. Governors informed of Kiwanis Club support tools and assist Lt. Governor in promotion of ACE, Strategic Planning, Online Education, and website information.
   b. Be supportive of requests from Clubs and Lt. Governors
   c. Be a Lt. Governor Mentor.
   d. When possible visit clubs for Lt. Governors if they are not able to.
4. Management Communicator is key component.
   a. Email and text is nice but they don’t provide communications spectrum of listening and understanding that are in a human voice.
   b. Face to Face communication is best with phone call second best.

Other Business

1. Dave Odette announced his candidacy for Governor Elect for 2019-2020

2. Timberwolves asked about partnering with Kiwanis. Gov. Dave and Steve had a phone call with representative from the Timberwolves. Stated that we are not sure if we will pursue this.
Other Reports
Al Vanderlaan, Service Chair
  1. Scholastic Books—MDDAK is the #1 District for Oasis in the United States.
  2. Books for Kids handout
  3. Education on Human Trafficking at DCON
  4. Shoes Collection Project—www.funds2orgs.com It would help the clubs in the district with their Eliminate donation.

Denis Cornell—Administration Director
  1. Star Award nominees are due to Lt. Governor from clubs by April 1 and Lt. Governor needs to send Division nominee to Steve by May 1.
  2. Submit changes to bylaws for DCON by June 9, 2019.

Steve Handegaard—District Secretary/Treasurer
  1. Just to clarify the Strategic Planning Committee has eight people on it and met Friday morning and afternoon. The committee comes up with a plan and eventually the Kiwanis board makes the final decision.

Governor Dave adjourned the meeting at 2:14 pm on January 19, 2019.
Minnesota Dakotas District Board Amendment to Proposal

The Minnesota-Dakotas District Board recommends that the decision for approval be forwarded to the 2019 District Convention House of Delegates. The District Board will support Division 6 realignment proposal if the following stipulations are met.

1. The realignment must ultimately be approved by a majority of the delegates present at the District Convention Delegate in August in Fargo to go into effect.

2. The MnDak Executive board and the MnDak District board will give a do-pass recommendation of approval at the Delegate Assembly if the following conditions are met:
   a. Division 6 must conduct a Division Education Conference/Governor’s visit in the spring of 2019, during which time the topic of realignment must be formally discussed.
   b. Division 6 must provide a written document which includes the names of the three new LT GOVS necessary for the implementation of the new division and who will visit which clubs. The document needs to be sent to District Secretary/Treasurer Steve Handegaard before the District Convention.
   c. If realignment occurs, the MnDak FY 2019-2020 budget for Division 6A and 6B will be the same as it would have been if there were just one Division 6, and will not be increased to support the change in alignment. In subsequent years, the MnDak District Board can change this if they so choose.
   d. The new realignment will be revisited and reviewed after two years to monitor progress and to evaluate the success of the move. A report on the findings will be given at the Tri-K meeting in January 2022.
Request for Realignment of Division 6

In accordance with the Minnesota-Dakotas District’s Policies and Procedures, Paragraph VII, D. (Change or Realignment of Divisions), we request that Division 6 be realigned into two separate divisions as outlined below.

1. Reasons for the request.
* The average size of a MinnDak division is 18; they range from 8 to 32. The large number of clubs in Division 6 (32) makes it unrealistic for the Lt. Governor to maintain personal contact with every club. We have divided responsibility between the LTG and Immediate Past LTG, with each taking 12 clubs for the 2018-19 term. This leaves the 8 clubs most distant from the two LTGs in “no man’s land.” These clubs have not been visited by an LTG for at least 3 years.

* Similarly, the geographic dispersion of the 32 clubs makes the division very difficult to manage. Currently, with a relatively centrally located LTG team, making a half hour presentation at a club requires driving for up to five hours round trip. Doing this once a year is not reasonable, let alone doing it three times, especially considering job and family commitments. Again, the division of responsibilities makes it better but still leaves 8 clubs essentially without an LTG.

* In addition to the obvious workload issues for the LTG team, we fear that the unassigned clubs are becoming alienated from the greater Kiwanis organization. For the most part, these clubs donate little to Kiwanis projects (e.g., the Educational Foundation, Children’s Fund, and Outreach) and rarely attend division, district, or international conferences. Based on their monthly reports, they appear to be functioning well within their local communities, but are losing connection with Kiwanis International.

* Division 6 has a great deal of difficulty finding people willing to accept the position of LTG. The previous LTG (Jim Bock) served for seven consecutive years, rather than the customary 3 years, due to the difficulty of finding others to serve. Few LTGs would be willing to do so. There was no candidate for LTG-elect for the 2018-19 term. The proposed realignment into two divisions would clearly be more manageable both in terms of workload and travel distances. By making the LTG positions more attractive, it greatly increases the likelihood of finding people willing to accept them.

* The budgeted costs would increase, but actual expenditures would likely stay constant (more club visits, but over shorter distances). Even if there were an increase in expenditure, the cost is justifiable. How can we hope to add new clubs if we can’t take care of the ones we have? The District owes existing clubs the support they need to fully function as part of the Kiwanis family.

2. The following factors concerning the proposed realignment have been considered:

a. The number of clubs in each Division as a result of the proposed realignment.
   This proposed realignment does not affect any clubs outside Division 6. Division 6 currently consists of 32 clubs. We propose realignment into two divisions of 15 and 17 clubs each.

<table>
<thead>
<tr>
<th>Division A</th>
<th>Division B</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 clubs</td>
<td>17 clubs</td>
</tr>
<tr>
<td>City</td>
<td>City</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Albert Lea</td>
<td>Benson</td>
</tr>
<tr>
<td>Albert Lea Golden K</td>
<td>Granite Falls</td>
</tr>
<tr>
<td>Albert Lea Daybreakers</td>
<td>Hendricks</td>
</tr>
<tr>
<td>Austin</td>
<td>Hutchinson</td>
</tr>
<tr>
<td>Austin Early Risers</td>
<td>Litchfield</td>
</tr>
<tr>
<td>Blue Earth</td>
<td>Madison</td>
</tr>
<tr>
<td>Fairmont Uptown</td>
<td>Marshall Area</td>
</tr>
<tr>
<td>Fairmont Early Risers</td>
<td>Morris</td>
</tr>
<tr>
<td>Jackson</td>
<td>Olivia</td>
</tr>
<tr>
<td>Lakefield</td>
<td>Ortonville</td>
</tr>
<tr>
<td>Mankato</td>
<td>Pipestone</td>
</tr>
<tr>
<td>New Ulm</td>
<td>Slayton</td>
</tr>
<tr>
<td>Owatonna</td>
<td>Tracy</td>
</tr>
<tr>
<td>St. Peter</td>
<td>Westbrook</td>
</tr>
<tr>
<td>Windom</td>
<td>Willmar</td>
</tr>
<tr>
<td></td>
<td>Worthington Noon</td>
</tr>
<tr>
<td></td>
<td>Worthington Early Risers</td>
</tr>
</tbody>
</table>

b. *The total membership in each Division as a result of the proposed realignment.*  Division 6 currently serves 866 members. After realignment, Division A would serve 418 members and Division B would serve 448 members.

<table>
<thead>
<tr>
<th>City</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert Lea</td>
<td>Benson</td>
</tr>
<tr>
<td>Albert Lea Golden K</td>
<td>Granite Falls</td>
</tr>
<tr>
<td>Albert Lea Daybreakers</td>
<td>Hendricks</td>
</tr>
<tr>
<td>Austin</td>
<td>Hutchinson</td>
</tr>
<tr>
<td>Austin Early Risers</td>
<td>Litchfield</td>
</tr>
<tr>
<td>Blue Earth</td>
<td>Madison</td>
</tr>
<tr>
<td>Fairmont Uptown</td>
<td>Marshall Area</td>
</tr>
<tr>
<td>Fairmont Early Risers</td>
<td>Morris</td>
</tr>
<tr>
<td>Jackson</td>
<td>Olivia</td>
</tr>
<tr>
<td>Lakefield</td>
<td>Ortonville</td>
</tr>
<tr>
<td>Mankato</td>
<td>Pipestone</td>
</tr>
<tr>
<td>New Ulm</td>
<td>Slayton</td>
</tr>
<tr>
<td>Owatonna</td>
<td>Tracy</td>
</tr>
<tr>
<td>St. Peter</td>
<td>Westbrook</td>
</tr>
<tr>
<td>Windom</td>
<td>Willmar</td>
</tr>
<tr>
<td></td>
<td>Worthington Noon</td>
</tr>
<tr>
<td></td>
<td>Worthington Early Risers</td>
</tr>
</tbody>
</table>

### Division A Membership as of October 2018

<table>
<thead>
<tr>
<th>City</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert Lea</td>
<td>50</td>
</tr>
<tr>
<td>Albert Lea Golden K</td>
<td>31</td>
</tr>
<tr>
<td>Albert Lea Daybreakers</td>
<td>26</td>
</tr>
<tr>
<td>Austin</td>
<td>22</td>
</tr>
<tr>
<td>Austin Early Risers</td>
<td>26</td>
</tr>
</tbody>
</table>

### Division B Membership as of October 2018

<table>
<thead>
<tr>
<th>City</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benson</td>
<td>21</td>
</tr>
<tr>
<td>Granite Falls</td>
<td>32</td>
</tr>
<tr>
<td>Hendricks</td>
<td>26</td>
</tr>
<tr>
<td>Hutchinson</td>
<td>15</td>
</tr>
<tr>
<td>Litchfield</td>
<td>38</td>
</tr>
<tr>
<td>Club</td>
<td>Distance</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Blue Earth</td>
<td>24</td>
</tr>
<tr>
<td>Fairmont Uptown</td>
<td>8</td>
</tr>
<tr>
<td>Fairmont Early Risers</td>
<td>33</td>
</tr>
<tr>
<td>Jackson</td>
<td>18</td>
</tr>
<tr>
<td>Lakefield</td>
<td>15</td>
</tr>
<tr>
<td>Mankato</td>
<td>108</td>
</tr>
<tr>
<td>New Ulm</td>
<td>10</td>
</tr>
<tr>
<td>Owatonna</td>
<td>21</td>
</tr>
<tr>
<td>St. Peter</td>
<td>11</td>
</tr>
<tr>
<td>Windom</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>418</strong></td>
</tr>
</tbody>
</table>

c. Geographical affinity of the clubs affected in the realignment process.
The realignment cuts through the current Division 6 along a line that runs roughly from southwest (Worthington) toward northeast (between New Ulm and St. Peter) at a 45° angle. The driving distance between the two most distant cities of the current Division 6 (Austin and Morris) is 266 miles.

In Division A, 11 of 15 clubs are within 20 miles of I-90, making them easily accessible. The remaining four (Mankato, St. Peter, New Ulm, and Owatonna) are clustered together near Mankato. The driving distance between the two most distant cities of the proposed Division A (Austin and Lakefield) is about 115 miles.

With the exception of Worthington, which is served by I-90, Division B is comprised of smaller towns served by two-lane roads. It is roughly circular, centered at Granite Falls. The driving distance between the two most distant cities of the proposed Division B (Worthington and Morris) is about 156 miles.

d. The relative strength and weakness of each Division resulting from the proposed realignment.
The chief benefit to the new Divisions comes from the reduced territory, both in terms of travel time and in the number of clubs served by a Lt. Governor team. Both Divisions will be strengthened by a higher level of support, increased visits by the LTG team, and more personal contact between the clubs and team.

Division A will contain the two largest clubs in Division 6, Mankato and Albert Lea. This gives
it a deep base from which to fill leadership positions. These places enjoy the presence of corporate resources to draw on for larger projects, as well as greater populations from which to attract members.

Division B includes four of Division 6’s strongest clubs, Pipestone, Willmar, Worthington Noon, and Worthington Early Risers; all have a good history of providing District leadership. With the possible exception of Worthington, the clubs of Division B are largely homogeneous, all being of similar membership and being located in smaller towns. Thus, they share similar challenges, which can make the exchange of ideas and solutions among the clubs more productive. In general, these clubs enjoy strong local support, but are less engaged with the greater Kiwanis organization. Having smaller communities from which to draw members, these clubs are at increased risk of closing due to lack of membership. On the other hand, the club members remain committed and provide substantial value to their towns.

3. Certification
We certify that all the clubs within Division 6 were notified of the proposed realignment. 24 clubs voiced their concurrence with the proposed change. The remaining 8 clubs were informed that their silence would be interpreted as concurrence. Thus, we consider concurrence to be unanimous.

________________________                                  ________________________
Sharon Taylor                                                           Dee Emmerich
2018-19 Division 6 Lt. Governor                              2017-18 Division 6 Lt. Governor