

MINNESOTA-DAKOTAS KIWANIS DISTRICT BOARD OF TRUSTEES

“MINUTES”

Tri-K Winter Board Meeting

January 18-19, 2008

Bigwood Convention Center, Fergus Falls, MN

Members present:

Executive Officers

Bill Daugherty, Governor

Bill Lardy, Governor Elect

Coralyn Dahl, Immediate Past Governor

Steve Handegaard, District Secretary/Treasurer

Lt. Governors 2007-2008 –(voting members)

Cheryl Lane Region 1

Mary Sieling Region 2

Barbara Fisher Region 3

Lyle Sonnenschein Region 4

Beverly Werner Region 5

David Fairbrother Region 6

Dick Mussell Region 7

Lt. Governors Elect 2007-2008

Darlene Vander Vorst Region 1

(Not filled) Region 2

Marwin Bogue Region 3

(Not filled) Region 4

Allen Herrboldt Region 5

Judie Rosendahl Region 6

Marjorie Frost Region 7

Others Present

Ben Kocourek Kiwanis International Club Development Manager

Colleen Hyde District Administration Director

F. Larry Rittgarn District Education Director(and District Convention Co-Director)

Stewart Ross District Membership Director

Ann Backes Dodge District Circle K Administrator

Jodi Piekarski District Circle K Assistant Administrator

Mary Beth Townsend District Key Club Administrator

Paul Spyhalski District Key Club Assistant Administrator

Vickie Walters District TAG Team Coordinator

Clover Ellingson District Key Leader Chair

Pat Rittgarn District Convention Co-Director

Dawn Fairbrother District K-Kids and Builders Club Administrator

Chuck Schroder Kiwanis International Foundation District Chair

Kenneth Kohler District Risk Manager (Saturday only)

Gretchen Stolhammer District Key Club Governor

Matt Schuweiler District Circle K Governor

Circle K Board Members

Key Club Board Members

Friday, January 18

- The meeting was called to order at 7:10 p.m. by Governor Bill Daugherty
- Invocation by Bill Lardy, Governor Elect
- Governor Bill asked all present to introduce themselves.
- Minutes of the August 3 and August 5, 2007 Board meetings were submitted for approval. Mary Sieling moved to approve the minutes as submitted. Seconded by Dick Mussell. Motion carried unanimously.
- District Secretary/Treasurer Report by Steve Handegaard:
 - Members present were asked to submit any changes or corrections in personal contact information to the district office.
 - An updated financial summary of the district budget, income and expenses to date was distributed and discussed.
 - The annual audit of the district treasury is currently being done by the Westberg Eischens, PLLP of Willmar. Copy of audit will be sent to all board members when completed.
 - A summary of the Lt. Governor meeting expense reimbursement policy was distributed and discussed.
 - 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.
 - Lt. Governors were reminded of the three official club visit report requirements.
 - Kiwanis International sent each district a “District Care Package”. The package included videos, educational and promotional flyers and other materials to be used at a district and regional meetings.
- Director of Service Report: Governor Bill shared a written report submitted by Bruce Klair, District Service Director. Bruce encouraged participation and promotion of the following:
 - Kiwanis One Day on Saturday, April 5. The objective of Kiwanis One Day is to unite all Kiwanis Family Clubs around the world in a day of hands-on service projects.
 - Read Around the World – February 1 through March 3, 2008. (And all year long.)
 - Young Children Priority One (YCPO) Every club is encouraged to have at least two projects throughout the year dedicated to YCPO.
 - Governor Bill announced that a special service project will be conducted in conjunction with the district convention this year. Arrangements will be made to partner with Project HERO. Project HERO collects and redistributes donated healthcare materials to benefit those in need. Clubs will be notified concerning how and what kind of donated items they can bring to the convention.
- Director of Education Report by Larry Rittgarn:
 - Discussed scheduling and arrangements for Club Leadership Education (CLE) offerings for the 2008 class of club officers.
 - CLE sessions may start as early as mid-May.
 - CLE session may be either the usual day long type or a shorter evening session.
 - Cost will remain the same, \$35 for President elect, \$25 for Secretary, and \$15 for any other member or officer that wishes to attend.
 - Lt. Governors need to select location(s) and time and contact Larry.
 - About 55% of clubs have been attending CLE.
 - Currently 11 experienced CLE instructors located around the district.

- Director of Membership Report by Stewart Ross:
 - Reviewed membership trends in our district and internationally. Our ending membership on September 30, 2007 was 6203. From September to Dec. 2007 our district lost 62 members. 19 other Kiwanis districts lost more members and 7 lost fewer members than our district.
 - Willmar Sunrisers club recently resigned.
 - Hastings Club is planning to resign due to lack of enough members.
 - Ben Kocourek, Kiwanis International Club Development Manager has been helping with club building in our district.
 - Possible sites for new clubs include: Hermantown, Stillwater, Egan, Apple Valley, and Baxter.
 - TAG Team training will be held at the District Convention. Each region will be encouraged to recruit two or three people to become part of the team and attend the training. Goal is to train a group of 25 members.

- TAG Team Coordinator Report by Vickie Walters
 - TAG means Together Achieving Growth
 - Initial TAG Team training was divided into two tracks- marketing and membership.
 - We also need to get more members to attend CLE, not just the secretary and president.

- Kiwanis International Foundation Report by Chuck Schroder
 - Through the You Can Make a Difference Campaign, the Kiwanis International Foundation plans to raise \$37 million between now and December 31, 2008 to expand the organization's capacity to serve the children of the world.
 - Governor Bill has set a club goal for our district of \$5 per member. That will generate about \$33,000.
 - Chuck asked that each region name a Kiwanis International Foundation contact.
 - Lt. Governors received a report of all club gifts to the KIF to date.
 - The Kiwanis International Foundation will provide a grant of \$879 that can be used to help sponsor an honors reception at our district convention.

- District Educational Foundation Report:
 - A written report by Jack Zierdt, District Sec/Treas of the District Educational Foundation was distributed.
 - Scholarship applications for this year's graduating high school seniors were to be postmarked no later than January 18, 2008.
 - Judging will be done at the regional level again this year. Regional Service Directors will receive applications late January or early February.
 - 54 scholarships of \$800 each will be given this year.
 - New this year will be matching funds for 4 more \$1000 scholarships, along with Kiwanis International Foundation, to two Key Club members and two Circle K members.

- Meeting was recessed at 10:08 p.m. Friday evening.

Saturday, January 19

- Governor Bill reconvened the meeting at 8:30 a.m. Saturday morning with the Pledge of Allegiance followed by Invocation led by Darlene VanderVorst.
- District Circle K Report:
 - Ann Backes Dodge, District Circle K Administrator
 - Ann reported that it was a great year with many positive changes.
 - Jodi has worked hard to improve financial reports.
 - Congratulated Circle K Governor Matt Schuweiler for his great work and contacting clubs.
 - Circle K District Convention will be held Feb. 29- March 2 in St. Cloud.
 - K-Family Extravaganza plans/ideas/registration forms were shared. The event will be held in conjunction with the Circle K District Convention, Saturday evening, March 1.
 - Jodi Piekarski, District Assistant Administrator distributed current Circle K budget and financial report.
 - Matt Schuweiler, District Circle K Governor
 - Shared list of Circle K Clubs in our district. – 10 clubs are active.
 - Currently 166 members total.
 - Clubs need to be at charter strength to fully participate at district convention.
 - Dave Kelly, nationally known motivational speaker will be featured at the Circle K Convention. Kiwanis members are welcome to sit on his presentation.
- District Key Club Report:
 - Mary Beth Townsend, District Key Club Administrator
 - Goal to increase communications through a quarterly newsletter.
 - Key Club is doing a good job of building clubs, but needs to work harder on keeping them.
 - Mary asked that the District Kiwanis board help identify some Kiwanis members from South Dakota, Minnesota and North Dakota that could help the administrators visit Key Clubs and help with some of the other necessary administrative responsibilities. Would like the names by the District Convention in August.
 - Gretchen Stolhammer, District Key Club Governor shared information about District Key club activities and events
 - Paul Spyhalski, District Key Club Assistant Administrator
 - Distributed Key Club budget and financial statement.
 - Reminded Lt. Governors to alert Administrators if they observe a Key Club operating that is not on the official list.
 - The responsibilities of a sponsoring Kiwanis Club were reviewed and discussed.
- K-Kids and Builders Club Report by Dawn Fairbrother
 - Two new K-Kids Clubs were chartered in October. 19 total K-Kids Clubs in our District.
 - Currently 16 Builders Clubs in District.
 - Lt. Governors were encouraged to promote BUG and Terrific Kids, also.
 - Kiwanis Clubs interested in sponsoring any of these clubs or programs should contact Dawn for more information.

- Key Leader Report by Clover Ellingson:
 - Distributed Key Leader packets with details for 2008.
 - The Key Leader program will be again held at Inspirational Point Camp, near Clitherall, MN, October 3-5, 2008. Registration is now open online.
 - Last year's camp was a great success. About 70 teens and 20 adults attended.
 - 2007 Club Sponsor patches were given to Lt. Governors to present to local clubs.
 - KI has indicated that if we can match the success of last year's camp, they will consider adding a second location in our district.

- Report from Ben Kocourek, KI Club Development Manager:
 - Highlighted membership growth tools available from KI.
 - Stressed that we need to get these tools in the hands of club presidents.
 - Ben indicated that he is willing to do membership growth workshops in regions. Contact Ben or Stewart Ross for more information.

- Region Reports by Lt. Governors:
 - Barb Fisher – Lt. Governor, Region 3
 - Initiated a Kiwanian of the month recognition in the region.
 - Many of the 21 clubs now have their own websites.
 - Have increased the number of clubs reporting online.
 - Doing a monthly article for the MINNEKOTAN.
 - Sending a Quarterly Newsletter to clubs.
 - Doing more news articles.
 - Hermantown and Baxter potential new club sites.
 - David Fairbrother – Lt. Governor, Region 6
 - Publishing a Region 6 Newsletter monthly.
 - Notified clubs about new IRS ruling and district gambling policy.
 - Region Conference coming up on April 12.
 - Developed a budget format for clubs.
 - Surveyed towns in region for possible new club building efforts.
 - Lyle Sonnenschein, Lt. Governor, Region 4
 - This year's theme for Lt. Governor presentation at clubs is "Risk Management".
 - Holding Regional Council meetings.
 - Have recruited all regional directors.
 - All clubs are reporting online.
 - Will be working on forming K-Kids and Builders Clubs
 - Cheryl Lane, Lt. Governor, Region 1
 - Cheryl reported that they had an excellent regional conference. Silent auction also very successful. Raised \$700 for the playground at Fort Mandan.
 - Clubs in their regions have worked together to raise \$40,000.00 for the playground. The park dedication will take place during Lewis and Clark days on June 21st.
 - Clubs are doing an excellent job of online reporting.
 - Dick Mussell, Lt. Governor, Region 7
 - Complimented Paul Michels and Marge Frost for excellent work on the Lt. Governor team.
 - Have secured a Lt. Governor Elect for 2008-2009 – Denis Cornell.
 - Had a very successful Region 7 Conference. The conference had two main themes- Membership and Service Projects.
 - Planning a Region 7 Kiwanis One Day on April 5th. Will be making Trauma Dolls and the Dragon Fly Project.
 - Will be trying a new advertising campaign to recruit new members.

- Beverly Werner, Lt. Governor, Region 5
 - Has been making visits to clubs and extra visits to clubs in need of assistance.
 - Lots of clubs doing a great service projects.
 - Webster Key Club is doing great.
 - The Region 4 and 5 Conference was held in November.
 - Promoting Kiwanis One Day and the Kiwanis International Foundation.
- Mary Sieling, Lt. Governor, Region 2
 - Still need a Lt. Governor Elect for 2007-2008 from the northern part of Region 2.
 - Have persons interested in Lt. Governor Elect positions replacing Lowell Disrud in 08-09 and Mary Sieling in 09-10.
 - Region 2 Conference was held in October with 25 attending.
 - Fergus Falls club sponsored 10 kids to Key Leader Camp.
 - NDSU trying to form an AKtion Club.
 - Detroit Lakes Key Club being re-chartered.
- District Administration Director Report by Colleen Hyde:
 - Shared a handout of “Reminders and Suggestions for Lt. Governor Teams”.
 - Lt. Governors should be appointing regional directors and submitting names and contact info to District Office.
 - Lt. Governors need to complete and submit the three Club visit reports to the District Office by the respective deadlines.
- District Risk Manager Report by Kenneth Kohler
 - Kenneth was recently appointed to this position and attended the District Risk Manager Conference in Indianapolis this past October.
 - Kiwanis International has been discussing the issue of background checks for Kiwanis adults working with youth. More discussion and planning needs to take place in order to determine such things as procedure, standards, methods, costs, frequency, confidentiality, etc.
 - Kiwanis International is recommending that every district discuss the issue and develop a background screening process.
 - Board was reminded that we do take out the optional “Directors and Officers Liability Insurance Policy. The policy includes the Kiwanis, Circle K and Key Club Boards.
- Dick Mussell moved that the Executive Committee work with the Kenneth Kohler, District Risk Manager to study the options and initiate the development of a district policy on volunteer screening as recommended by Kiwanis International. Seconded by Barb Fisher. Motion carried unanimously. (Governor Bill reminded the board that no action or other discussion should take place until after the Executive Committee has had time to study the issue and make recommendations.)
- Online Reporting Update by Steve Handegaard
 - Online Monthly Club reporting is going very well. About 90% of our clubs have used the online reporting system. Monthly club reporting numbers improved significantly when we went to the online reporting system.
 - Still need to get the remaining clubs online. Aggregate information will be even more valuable when 100% of clubs are included in the collected data.
 - Lt. Governors have access to all of the online reports and were reminded to review the reports each month.

- Distinguished Club Award will continue to be selected based upon the information submitted on their online reports.
- Distinguished Club Status for 2006-2007: Immediate Past Governor Coralyn Dahl announced that the following 15 Kiwanis Clubs received Distinguished Club Status for the 2006-2007 Kiwanis year:
 - Jamestown, Mandan, Fergus Falls, Brainerd, St. Cloud, Pierre, Sioux Falls East, South Sioux Falls, Albert Lea, Mankato, Anoka MN Area, Columbia Heights-Fridley, Rochester Day Makers, Rochester Sunrisers, and Saint Anthony.
- District Website Update by Steve Handegaard
 - Current website was built in 2004 and has served us very well, but is in need of some updates and some new programming.
 - Unfortunately the original programmer is no longer available or able to make improvements or repairs to our current site and our only recourse would be to build a new site. Other potential programmers were also consulted, but none felt comfortable digging into the original code of current website.
 - The good news is that Kiwanis International has agreed to help build us a totally new website at no cost to our district. The Minnesota-Dakotas District and one other district will be the first to pilot a new version of a district website hosted by Kiwanis International. Many of the features of our current Minnesota-Dakotas District website will be used as a model for the new website, which will continue to include the online MINNEKOTAN newsletter. The exact date for transition is not definite, but it is expected to be completed some time in late March.
- CLE Update by Larry Rittgarn
 - Discussed CLE sessions scheduled so far and other planning details.
- District Convention 2008 Report by Larry and Pat Rittgarn
 - 91st Annual District Convention will be held August 8-10, 2008 in Moorhead.
 - Theme- “Celebrate 2008”
 - Convention will include forums, tours, entertainment, Kiwanis Khorale.
 - Service Project- Project HERO
 - Friday night event will have a Mardi Gras theme.
 - KI Foundation will be sponsoring an “honors reception” on Friday night.
 - Optional TAG Team Training will be offered on Friday afternoon.
 - Future conventions are scheduled for Watertown, SD – 2009; Fargo, ND – 2010 and Sioux Falls0- 2011.
 - No decisions have been made on convention site for 2012. Work will begin on determining that site soon. Contact Larry or Pat if you have ideas or suggestions.
- Governor Bill Daugherty expressed thanks to the board, directors and chairs for their outstanding work and challenged them to continue these efforts and work towards continued growth.
- Dick Mussell moved to adjourn the meeting. Seconded and approved. Meeting was adjourned at 2:17 p.m.

Respectfully submitted,

Stephen K. Handegaard
 District Secretary/Treasurer
 Minnesota-Dakotas Kiwanis District
 January 21, 2008