

**Board of Trustee Meeting Minutes**

**October 2-3, 2020**

**Virtual Zoom Meeting**

1. **Welcome & Call to Order 6:35 p.m. Oct. 2 - Curt**
2. **Roll Call/ Introduction and Sharing – All**

**Roll Call (Present in Bold) -** Gov. **Curt Reis**; Gov. Elect **Don Fritz**; Vice Gov**. Lynda Henningsen**; Past Gov. **Lenora Hanna**; Dist. Administrator **Lisa Brichacek**; Dist. Treasurer **Larry Ziska**; Trustees: Reg. 1 **Gary Muckel**, Reg. 2 **Barb O’Donnell**, Reg. 3 (Representative) **Norma Beaver**; Reg. 4 **Gary Lindgren**, Reg. 5 **Andy Webb** and Reg. 6 **Jim Dane**

Servant leadership video shown, with discussion following.

1. **Approval of Minutes: July 23 District Board & Aug. 6 District Council**

*Motion by Hanna, second by Lindgren to approve the July 23 and Aug. 6 minutes. Motion carried unanimously.*

1. **Treasurer’s Report & Budget for 2020-2021 – Larry**

Ziska reported there were still some minor adjustments being made to the 2019-2020 budget numbers as expenses were finalized. Overall, expenses were lower than budgeted because of COVID-cancelled events and travels. A net increase in reserves of about $48,329 is expected.

*Motion by Webb, second by Dane to accept the financials as of Sept. 30, 2020. Motion carried unanimously.*

The 2020-2021 budget, as recommended by the Finance Committee, was presented and reviewed. Discussion took place about the $1,000 reimbursement budgeted for lieutenant governors to attend International convention. This amount was increased last year as an incentive to attend. On the revenue side, membership is hard to predict this year as there have been some club closures and several more clubs are discussing that possibility. This year’s membership revenue was conservatively pinned to actual membership revenue for 2019-2020. Full budget detail as attached.

*Motion by Dane, second by Henningsen to accept the budget as presented. Motion carried unanimously.*

1. **District Leadership Development Conference - Curt**

A leadership development conference is again being planned. The uncertainty of the pandemic causes concern about scheduling a regular Mid-Year Conference. Those invited to the development conference will be district board members, lieutenant governors, district committee chairs and SLP administrators. It will either be the first or second weekend in March, with the location still to be determined. Both in person and virtual attendance will need to be planned.

1. **Approval of audit firm – McFarlin & Brokke, PC – Larry**

Reporting requirement changes by KI has precipitated the need to change the audit procedures for both the District and the District Foundation. Either a compilation or review performed by a CPA with an active CPA license is required. Bids were solicited for the work that is now required for both organizations. The low, qualified bid was from McFarlin & Brooke PC in Omaha for an amount not to exceed $3,000 for the District and $2,000 for the Foundation.

*Motion by Webb, second by Dane to accept the bid from McFarlin & Brokke PC for the 2020-2021 Nebraska-Iowa Kiwanis District audit and to authorize the District administrator to sign the contract. Motion carried unanimously.*

1. **Discussion on electronic receipts – Lisa/Curt**

A request has been made for the District to offer an electronic payment option. There are several applications that could be used. Venmo is one of those but would require the person submitting payment to also have that app. Options will be researched and a recommendation will be brought forward at a future meeting.

1. **Payment of vouchers – 15th and 30th of the month – Lisa/Larry**

Expense voucher forms are available on the District website and can also be emailed to board members. The same form as last year is being utilized.

1. **Continued waiver of new member fee – Curt**

The KI board voted Oct. 2 to waive the fee for new members coming into existing clubs until Dec. 31, 2020. The consensus was that it would be appropriate for the District to follow the action and help promote new members. Another new member drive should be planned.

*Motion by Hanna, second by O’Donnell to waive the District’s new member fee for existing clubs until Dec. 31, 2020. Motion carried unanimously.*

1. **Membership: New Member Drive**

The District Membership Committee will be tasked with coming up with a new member drive initiative for November and December.

1. **ICON – June 23-26 in Salt Lake City – Curt**

Some plans are being announced for next summer’s convention in Utah. The District has received confirmation that Holiday Inn Express will be our host hotel. Many of the educational programs that had been planned in Indianapolis will be forwarded to Salt Lake City. If a District event is held, it will be on Friday evening.

***RECESS – 8:49 p.m. Oct. 2, 2020***

***RECONVENE – 9:01 a.m. Oct. 3, 2020*** *(Excused absence: Trustee Jim Dane)*

1. **Planning & Communication for Division without Lt. Govs.**

Six divisions do not have lieutenant governors this year. The question put on the table was how to keep those clubs involved and how to help communication flow from the District to their membership. There was agreement that it would take a combination of neighboring lieutenant governors, trustees, past lieutenant governors and past governors to assist in these divisions. Discussion also took place about developing a leadership program in the District.

1. **Division restructuring – is now the time to look at it?**

There is currently one division (Division 7) with no clubs. Several other divisions (such as Divisions 22, 24 and 25) have also had changes in recent years. The consensus was that restructuring should at least be explored and a committee should be tasked for a recommendation. Fritz agreed to chair a division restructuring committee. Ziska agreed to serve as well and suggested contacting several past governors to sit on the committee.

1. **Trustee Vacancy in Region 3 – Lisa**

The deadline to file as a trustee candidate in Region 3 was set for Oct. 19. No candidates have filed yet. A request for candidates was emailed to all clubs in Region 3 in September. The announcement was also placed in the District Newsletter in September. This call for candidates follows a previous unsuccessful attempt to find trustee candidates when Norma Beaver’s term expired Sept. 30, 2019. Discussion took place about the need for a leadership program in the District.

1. **Update on DCON – Lisa/Curt**

The preliminary plan is to hold the 2021 District Convention Aug. 6 and 7 in Sioux City. A facility has been contacted and a contract will hopefully be negotiated yet this fall.

1. **SLPs and background check policy – Lisa**

For the past several years, KI has required that SLP advisors have clear background checks. While that has been a stated requirement, there has not been a concerted effort to enforce that rule. After sending repeated notices to advisors who are not in compliance, KI this year is notifying the clubs that these advisors may no longer have contact with SLP members. Advisors may be re-instated if they follow through with the background check application.

1. **District Aktion Club dues – Lisa**

The District asks $2 per member from Aktion Clubs. This is used for Aktion Club related activities at the District level. If a SLP club is not meeting, it may ask KI to be listed on COVID status this year. This status will keep them in good standing until meetings resume and no International member dues will be assessed.

*Motion by Lindgren, second by Henningsen that the District should follow the lead of Kiwanis International and send member dues invoices only to the clubs that are actively meeting this year. Motion carried unanimously.*

1. **Awards – Lenora**

The deadline for Mid Year Awards for the 2019-2020 year is again Dec. 1. These will be announced in February and handed out at the Division level. The Distinguished Awards for 2019-2020 were handled by the District, not International this year. Deadline for those award submission is the Oct. 19.

1. **Signature Project – Lenora**

KI provided a form last year for Signature projects and that is again expected this year. No other information was available at the time.

1. **CKI DCON – Curt**

A convention date of March 19 and 20 is being eyed in Omaha.

1. **Key Club DCON – Curt**

No date or location has been determined yet for this convention.

1. **Lt. Governor Training update – Don**

Planning has not started yet for this training. It will most likely be pushed from its historical April date to June.

1. **Policy and procedures update – Curt**

Jan Burch has volunteered to make the necessary changes from the last update. No timeline for completion has been determined.

1. **Strategic Planning session – Curt/Don**

A two-hour work session is set for Saturday, Oct. 24, starting at 9 a.m. This will be a Zoom meeting.

1. **District Foundation Report – Curt**

Jodi Melcher became the Foundation president on Oct. 1. Lonnie Shumate is now the treasurer. David Muff will remain as secretary.

1. **Memorandum of Understanding with District Foundation – Curt/Lenora**

The District and the Foundation have always had a “handshake” agreement for fund disbursement of special projects. This formal document identifies the relationship of the two organizations for the management of charitable funds raised, maintained and distributed in support of District special projects. The MOU was written by Immediate Past President Lonnie Shumate and is expected to be presented to the Foundation board at its meeting later this month.

*Motion by Henningsen, second by Webb to approve the Memorandum of Understanding with the Nebraska-Iowa District Foundation. Motion carried unanimously.*

1. **Treasurer Search – Gary L.**

The committee is working on a contract for services that will be presented to the board for approval once completed. The 2020-2021 budget allows $12,000 for these contracted services.

1. **Finance Committee Frequency – Gary L.**

Regular meetings are being discussed for this year. This will allow regular tabs to be kept on the budget. Previously, only a yearly review was conducted. Committee members are Lindgren (chair), Ziska, Hanna, Fritz, Reis and Past Governor Ron Petsch.

1. **Administrator’s Report – Lisa**

Nothing additional to written report presented prior to meeting. (attached)

1. **District Board Meeting Schedule for year – Curt**

A virtual meeting in January will be scheduled. Date to be determined by board survey. A meeting will also be planned in conjunction with the March Leadership Conference and June Lieutenant Governor training.

1. **Adjournment**

Motion by Webb, second by Henningsen to adjourn at 11:53 a.m. Motion carried unanimously.

Submitted by District Administrator Lisa Brichacek