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**District Board Retreat & Meeting**

**October 1 & 2, 2021**

**Mahoney State Park, Ashland, Nebraska**

**MINUTES**

**Oct. 1 Call to Order Board Retreat – 5 p.m.**

**Roll Call Present: Gov. Don Fritz; Gov. Elect Lynda Henningsen; Vice Gov. Dale Doudna; Past Gov. Curt Reis; Administrator Lisa Brichacek; Treasurer Larry Ziska; R1 Trustee John Boltz; R2 Trustee Barb O’Donnell; R4 Trustee Gary Lindgren; R5 Trustee Andy Webb.** Absent: R3 Trustee Norma Beaver; R6 Trustee Jim Dane

Welcome, Introductions, Overview **and** Logistics – Don

Dinner Break - 1 hour

Group discussion and breakouts to analyze decision-making information, identify priority themes and plan next steps. Discussions led by Gov. Don.

Adjourn – 9 p.m.

**Oct. 2 Call to Order Board Meeting – 9 a.m.**

**Roll Call Present: Gov. Don Fritz; Gov. Elect Lynda Henningsen; Vice Gov. Dale Doudna; Past Gov. Curt Reis; Administrator Lisa Brichacek; Treasurer Larry Ziska; R1 Trustee John Boltz; R2 Trustee Barb O’Donnell; R3 Trustee Norma Beaver (virtual, entered 12:30 p.m.); R4 Trustee Gary Lindgren; R5 Trustee Andy Webb; R6 Trustee Jim Dane (virtual).** Quorum Established.

**Virtual Guests (times): Kiwanis Children’s Fund Advocate/District Foundation President Jody Melcher (10:17 a.m.-10:31 a.m.); District Foundation Treasurer Lonnie Shumate (12:20 p.m.-12:52 p.m.); Membership Chair Gary Wattnem (12:21 p.m.-12:47 p.m.); Key Club Administrator Tracey Domgard 12:21 p.m.-1:05 p.m.); Circle K Administrator Travis Grafe-Cline (12:26 p.m.-1:55 p.m.)**

**Approval of the Agenda – Don**

Fritz requested additional action item for administrator’s evaluation and compensation. Brichacek requested additional action item of potential name change for Roland and Story City merged clubs.

*Motion by Boltz, second by Webb to approve agenda as amended. Motion carried unanimously.*

**Approval of District Board Minutes from Aug. 6, 2021**

*Motion by Webb, second by Lindgren to approve minutes. Motion carried unanimously.*

**Acceptance of House of Delegates Minutes from Aug. 7, 2021**

*Motion by Webb, second by Henningsen to accept the minutes from House of Delegates meeting at annual district convention. Motion carried unanimously.*

**Discussion Items**

**District Priorities – Governor Goals & Activities – Leadership Team** – Don

Review of priorities and goals. Review of assigned positions and positions not filled yet.

**Calendar of Events** – Don & Lisa

District calendar for 2021-2022 is nearly complete, with just a few dates to schedule. January board meeting date was set for Saturday, Jan. 22. This will be a virtual meeting.

**Treasurer’s Report** – Larry

Review of projected year end financials for 2020-2021. Ziska reported that the paperwork had been completed for the Payment Protection Program loan and that it had been forgiven for payback. He also explained the equity fund balances available for Builders Club and Kiwanis Kids.

**District Administrator’s Report** – Lisa

In addition to the written report submitted in advance, Brichacek stated she has been made aware of a potential name change for two clubs in Iowa that are merging. Ottumwa has requested district representation at an upcoming celebration. Notification came from Key Club District that there continues to be issues with an App this is under development. The projection is that 2020-2021 year end will see about 153 clubs in the district, down from 162 at the start of the year, and that there will be a net loss in membership of more than 300 members.

**Kiwanis Children’s Fund Report** – Jody

As of Aug. 31, 63 percent of the District’s clubs had made an annual club gift. Total donations were $25,266. It is expected that the grant program that returns a portion of the dollars to the districts will be available again this year.

**Camp OK** – Jody

Plans continue for next summer’s camp, including a bus to help transport kids to Boone, Iowa. The hope is to be able to have a successful camp after two years of cancellations due to COVID. In order to have a successful camp, volunteers are needed and there will be a campaign to get helpers. There may be a conflict with volunteers, given the camp is the same week as International Convention. The endorsement program is also being reviewed and changes may be forthcoming.

**Awards Committee – restructuring and timelines** – Don & Curt

There have been concerns expressed about the criteria for the Layperson of the Year Award. The Christian emphasis has drawn comments and uneasiness. The award will be looked at this year and recommendations for changes will be made. While some tweaking of the District’s annual awards can be made from year to year, it was generally agreed that major changes to awards and criteria should not be made every year. It was also restated that the Policy and Procedures Review Committee should consider adding the governor elect or vice governor onto the Awards Committee to begin getting procedural consistency from year to year.

Lunch break – 1 hour

**Membership Report** – Gary Wattnem & Jim Dane

The effort to re-start a club in Iowa Falls, Iowa has been delayed a bit, but progress is still being made. Building a club in Aurora, Nebraska is still planned, with Hastings agreeing to be the new club’s sponsor. After a hold due to COVID, membership blitzes are being planned again. Club coaching training will be offered via Zoom. Each division has been asked to provide names for the training sessions.

**District Foundation Report** – Lonnie

The foundation remains in solid financial condition. Financials were presented and reviewed. Donations are about $1,000 higher than the previous year from the clubs. The Crossman Fellowship has generated about $20,000 for the endowment fund.

**Key Club Report** – Tracey

The Key Club board has been meeting and a Fall Rally is planned in October at the zoo in Omaha. Convention will be March 25-27.

**Circle K Report** – Travis

There are seven active clubs. Hastings has become inactive but an effort is underway to get this club going again. The goal is to charter two new clubs in Iowa. A service day is planned in November and convention dates are March 25-27.

**Region and Division study committee** – Don

No discussion

**Policies and Procedure revision and updates** – Don & Curt

No new discussion, but an update is to be worked on this year.

**District Leadership Development Conference** – Don

This will be held virtually on March 12 for the current District leadership team as well as potential leaders. There will be no Midyear Conference for all members.

**Key Leader** – Lynda

Registration numbers are low. The deadline listed to register is not until Oct 22, but only six students have signed up so far. In order to cover costs for this three-day event, a minimum of 60 registrants are needed. The facilitator for Kiwanis International has been named but no students in the district have signed up to be student facilitators. Due to COVID, there is a need to have a medical professional in attendance during the weekend. Volunteers who had been scheduled to do this now have a conflict and cannot attend. COVID and the Halloween weekend may be a factor in low registration numbers. Although there are usually last minute sign ups, normally there are about 40 signed up by this time in previous years. The Foundation has made a deposit at the camp and there is also a contract with KI for the facilitator. It was unknown what the loss would be if cancellation occurred.

The Key Leader Committee has discussed all information presented but did not offer a recommendation at to what is best for the program this year. Board discussion included all the varying factors that need to be in play to make the weekend a success. In addition to financial concerns, it was also stated that having too few of students to make the event a meaningful experience could also hurt the program this year and in future years.

*Webb asked that meeting rules be suspended and that action be taken at this time in the meeting. Consent given by all present to have a motion made and voted upon out of order.*

*Motion by Webb, second by Boltz to cancel Key Leader for this year due to low registration numbers and an overall concern for the continued success of the program, and directed the committee to work with Carol Joy Hollings Camp and Kiwanis International on deposits, contracts and plans for next year. Motion carried unanimously.*

*Meeting rules and procedures reestablished.*

**Action Items**

**LaRue Committee Recommendations** – Lynda

The board approved a motion at the March 2021 board meeting regarding the $12,744.42 received from the estate of Past Governor James LaRue. The initial focus is to be the support of Service Leadership Programs (SLPs) and that the monies be used over the next two to three years. The expenditure of $1,000 in 2021 and $1,000 in 2022 for Key Club Scholarships was also approved at that time.

The LaRue committee meet on Sept. 13 and recommended grants of $3,900 for the 2021-2022 year and repeating at that same amount for the 2022-2023 year. 1) Provide support to Circle K for members to attend convention - $900 to be split evenly among the clubs in the district. 2) Provide grant opportunities for Aktion Clubs - $1,000 total for 10, $100 grants. Grants to be used for regional meetings, special transportation needs, service projects, or other needs. 3) Provide grant opportunities to clubs supporting a Kiwanis Kids program - $1,000 for 10, $100 grants. Grants to be used by the clubs to support opening new Kiwanis Kids clubs, special collaborative service projects or other innovative projects. 4) Provide grant opportunities to clubs supporting a Builders Club program - $1,000 for 10, $100 grants. Grants to be used by the clubs to support opening new Builders Clubs, special collaborative service projects, or other innovative projects. Any unused funds from the 2021-2022 year will be rolled over to the 2022-2023 year. Any remaining funds after the end of the 2023 year will be returned to the LaRue account for further consideration.

*Motion by Webb, second by Reis to accept the proposal from the LaRue Committee and authorize the expenditures and grant programs for SLPS as recommended. Motion carried unanimously.*

**Finance Committee Recommendations** – Gary Lindgren & Larry Ziska

*Fritz dismissed guests and the District administrator for an executive session for administrator’s evaluation and compensation. District treasurer was asked to sit in the session, which commenced at 1:56 p.m. At 2:10 p.m., Fritz announced that meeting rules were suspended and a vote had taken place during the executive session. The vote was for a 2.5 percent COLA raise and a 2.5 percent merit raise be added into the budget for the district administrator.*

*Meeting rules and procedures then reestablished.*

The Finance Committee is recommending a look at investment options for monies currently sitting in the Money Market account. A higher return on investment over interest is a possibility. A firm to oversee the investments should be sought.

*Motion by Lindgren, second by Webb to invest up to $120,000 of the monies in the District Money Market Account and to have the Finance Committee seek proposals from financial advisors to do so. Motion carried unanimously.*

**Circle K Budget** – Gary Lindgren & Larry Ziska

Proposed budget, as provided in writing in advance of meeting, was reviewed. District treasurer has worked with Circle K in preparing of budget. Finance Committee has reviewed and recommended approval.

*Motion by Webb, second by Henningsen to approve the CKI District budget for 2021-2022. Motion carried unanimously.*

**Key Club Budget** – Gary Lindgren & Larry Ziska

Proposed budget, as provided in writing in advance of meeting, was reviewed. District treasurer has worked with Circle K in preparing of budget. Finance Committee has reviewed. Discussion included spending limits, budget comparative to other SLP budgets and expenditures of non-budgeted monies.

*Motion by Lindgren, second by Webb to approve the Key Club District budget for 2021-2022 with the conditions that it be continually monitored and remain fiscally responsible. Motion carried unanimously.*

**District Budget** – Gary Lindgren & Larry Ziska

Proposed budget, as provided in writing in advance of meeting, was reviewed. Finance Committee has reviewed with District treasurer. Revenue line-item adjustments by board: 1) adjust monies in LaRue Estate Fund to reflect grant program approval; and 2) no decrease in expense reimbursement for governor elect to attend international convention. Expense line-item adjustments by board: 1) increases in administrative salary and payroll taxes.

*Motion by Reis, second by Boltz to approve the District budget for 2021-2022. Motion caried unanimously.*

**Treasurer Position for 2021-2022** – Don Fritz & Larry Ziska

The board had previously appointed Ziska as treasurer through Sept. 30, 2021, on contract and with the same compensation that had been offered to previous treasurer Sue Griffith. Ziska reported that he was looking into the option of having the District contract with a bookkeeping service. The treasurer position would then return to a volunteer one. That option and the associated cost are still being explored.

*Motion by Webb, second by Henningsen to reappoint Larry Ziska as District treasurer for 12 months and to extend the contract and compensation rate. Motion carried unanimously.*

**Club Name Change** – Lisa Brichacek & Andy Webb

The Roland and Story City clubs are submitting a merger application. They also wish to change the name of the club to Roland-Story City once the merger is complete. Name changes in the past have required the approval of the district.

*Motion by Reis, second by O’Donnell to approve the name change and authorize the District administrator to sign necessary paperwork, if any required. Motion carried unanimously.*

**Information Items** – Don

District calendar should be referenced for planned Club Leadership Chats, Lt. Gov. Elect training, conventions and other important dates of note.

**Adjournment – 3:22 p.m.**